

BEST PRACTICES IN USING ZOOM FOR VIRTUAL CONFERENCES

TIPS FOR PRESENTERS

Before the Event

- Download and install the Zoom application ahead of time.
- Test your audio and video.
Your audio will sound best if you use a microphone headset. We do not recommend using the microphone on a laptop, as this is not high enough quality for recording.
- Have your PowerPoint presentation open on your desktop before logging into the zoom conference.
- Use the link sent to you in the meeting invitation – this is a link just for you as a presenter.
- To prevent disruptions, turn off your email and phone, silence any notifications, or set to mute.
- To prevent any disruptions, notify your household of when you are presenting and that you are not to be disturbed.
- If you prefer not to use video, you may want to take a few moments to upload your photograph in your profile. This gives others on the call a visual to look at when your video is disabled

During the presentation

- You may want to test the sound – ask the audience if you can be heard before launching in. Even if you prefer not to use video, you may want to switch to video on for a minute to introduce yourself.
- It would be best if you encourage participants to switch their audio and video off during the presentation to save bandwidth and preserve quality.

Screensharing

If you will need to share your screen during the presentation:

- Click on the Share icon, either in the main window or in the control panel.
- If asked, choose “basic” screen sharing.
- Select the PowerPoint presentation you wish to display (NOT the “screen” option). This makes sure participants can only see your presentation and nothing else that may be going on with your computer during the presentation.

TIPS FOR MODERATORS

- Prepare content ahead of time. It is usually helpful to write talking notes.
- Add in a welcome slide at the beginning of the conference webinar.
- Include an accessibility check. Speak clearly and ask your participants if they can hear you at the beginning of the session. If you don't get a response, type this question in the chat-box.
- Provide opportunities for participants to interact. For example, you can ask an ice-breaker question at the beginning of the conference
- It is important to explain how questions will be managed to the participants.
 - Moderator may notify participants to put their questions in the chat box and that questions will be addressed at the end of the presentation
 - Alternatively, or in tandem, participants can be given the option to “raise their hand” using the hand tool in zoom and ask their questions over the microphone once called upon.
 - Since there are multiple presenters, clarify in advance how to direct questions to the appropriate presenter.
- If session will be recorded, announce this to participants. It is a best practice to also let them know in advance.