

Virtual Presentation Guidelines

Presentation Preparation

Virtual presentations require preparation just like in-person presentations, but there are some unique points to consider ahead of time when presenting virtually.

- Attend any practice session and log into the meeting 15-30 minutes early to troubleshoot any audiovisual issues.
- Close all other applications and windows on the computer. Notifications and sounds coming from them can be a distraction during the presentation.
- Open or upload the PowerPoint presentation prior to the meeting time.
- If delivering a virtual presentation with software that relies on a screen share to share your presentation (e.g., Zoom), select your open PowerPoint window rather than the share “screen” option. This ensures the audience will only see the intended window on the computer.
- Dress the same for a virtual presentation as an in-person presentation.

Tip:

If the Zoom screen share bar is in the way, simply drag it to another spot on the screen.

Audio

Audio is an important part of a presentation, so follow these tips to make sure the audio works during the presentation!

- Test audio and video prior to the presentation.
- Use a headset or microphone if possible to reduce background noise.
- A poor internet connection can interfere with audio quality, so make sure there is a strong internet connection.

Links

Easily test video and audio before a Zoom meeting at zoom.us/test

Video

Not all virtual presentation applications contain a video component, but make sure to take full advantage of it when possible. Here are some tips to look your best on video!

- Find a brightly-lit location. Face the light source; do not have the light source in the background.
- Adjust the height of the camera so it is at eye level. This may mean finding a tall table or stack of books to increase the height of a laptop camera.
- A chest- or waist-up view is best. People who use frequent gestures want to show a wider view that includes their hands.

Tip:

Standing up for the presentation may seem more natural and keep your energy levels high, but make sure the camera is still adjusted to be at eye level.

Increasing Engagement

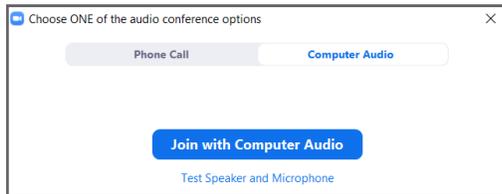
It can be more difficult for the audience to focus on a virtual presentation for an extended period of time. Here are some tips to make a presentation more engaging and retain the audience’s attention!

- Ask questions of the audience.
- Create a poll. Set this up in the application prior to the presentation so it can simply be called up at the proper moment in the presentation.
- Share resources (through chat on Zoom or Links panel on Adobe Connect).
- Encourage the audience to use Q&A or Chat windows in the application to respond and ask questions throughout the presentation.
- If using video, look at the camera on the computer — not at the screen! It is easier to focus on someone who is maintaining eye contact.

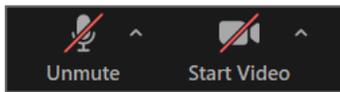
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Audio & Video

- When the Zoom meeting starts, the audio conference options dialogue box will display (see image below). Select **Join with Computer Audio** on the *Computer Audio* tab. If your computer does not have audio, select the **Phone Call** tab and follow the prompts to dial into the meeting.



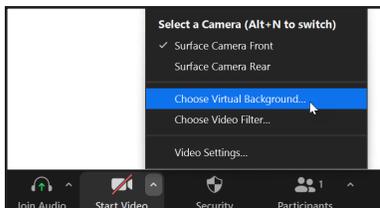
- Throughout the meeting, turn your microphone on or off using the **Unmute/Mute** button in the bottom menu bar.
- Turn your video on or off by selecting the **Start/Stop Video** button in the bottom menu bar. Your video feed will display.



- TIP:** If the bottom menu bar disappears, move your mouse toward the bottom of the screen to make it display.

Change to a Virtual Background

- Select the up arrow of the **Start/Stop Video** button to expand video options (see image below).
- Select **Change virtual background...** from the flyout menu (see image below).
- Select the “+” button to the top right of the generic virtual background options.



- Select **Add Image** from the flyout menu.
- Navigate to and select one of the two virtual backgrounds provided for the event on ctt.mtu.edu/presenter-resources; then, select **OK**.
- Make sure your uploaded virtual background is selected (blue border around it) (see image right).

Q&A

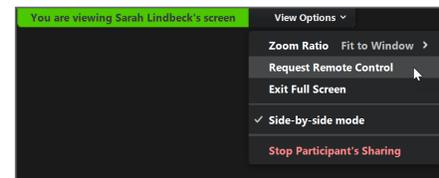
- Select the **Q&A** button to view the questions attendees ask.



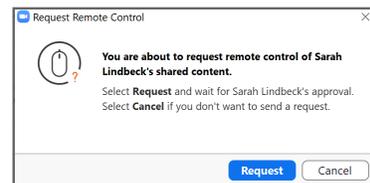
- Select **Answer Live** to answer the question verbally during the webinar OR select **Type Answer** to answer the question by typing it. **NOTE:** Check **Answer Privately** before sending if you would like to send the answer only to the attendee who asked the question.

Request Control of Slides

- When the *You are viewing [Host name]'s screen* is displayed in green at the top of the Zoom window, select the **View Options** dropdown menu (see image below).
- Select **Request Remote Control**, from the menu (see image below).



- Select **Request** in the *Request Remote Control* window (see image below).



- Click inside the screen share to start controlling the slides. Use the arrow keys on your keyboard to change the slides on the presentation.
- To stop remote control, select the **View Options** dropdown menu again, and select **Give Up Remote Control**.

