# Tips for Presenters

## Using Zoom

### Make sure your Zoom account is updated

* Go to Zoom.us and make sure you are using the latest version of Zoom.
* This will provide you with the most current options.

### Rename Your Participant Name to Include Pronouns

* If you feel comfortable sharing your pronouns, you can edit your display name to include pronouns [by following these directions.](https://nerdschalk.com/how-to-change-your-name-on-zoom-on-pc-and-phone/#:~:text=Step%201:%20Open%20your%20Zoom,to%20finalize%20your%20name%20change.)

### Backgrounds/Virtual Backgrounds

* If you are sharing your camera, avoid virtual backgrounds if your computer processor cannot differentiate the virtual background from your face.

### Upload a Profile Image

* If you are not sharing your camera, upload a photo, image, or avatar image to your Zoom account [by following these directions.](https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile)

### Limit Background Noise

* Help attendees and closed-captioning software better understand what you are saying; try to limit background noise.

### Microphone

* Using a microphone can sharpen the quality of your speech, helping attendees and closed-captioning software better understand what you are saying.

### Positioning

* Keep the camera at a good angle, where your face is clearly visible and well lit. Avoid being somewhere that is too bright and obstructs the view of the face or too dark where your face cannot be seen clearly.

### Chat

* Remember that participants can only see what is in the chat from the point they join the session (i.e. participants who join a session late will not be able to see anything in the chat before they joined the session).
* Check the chat often. (Your moderator will also help to monitor the chat; they may call your attention to questions that you have not seen.)

### Co-host

* Presenters will be made cohosts.
* In the most up-to-date versions of Zoom, co-hosts can create breakout rooms.
* If you want your moderator to help with this, you just need to ask.

### Breakout Rooms

* You will have the capability of using breakout rooms. If you need help with breakout rooms, you can ask your moderator to create these for you.
* Put any instructions or access to documents in the chat before sending participants to breakout rooms so they will have access to this information in their individual rooms.

### Provide Processing and Transitioning Time

* Attendees process information at different paces.
* Build in wait time as you shift between topics, ask for commentary and feedback, or move into interactive activities.
* Remember, there may sometimes be a lag in video/audio.

### Provide Time for Expectations of Activities

* When asking attendees to participate in activities, please let them know how much time they will have to work.
* Attendees could be in various time zones, so give timing expectations in minute increments (e.g., “We will spend the next 10 minutes…”) instead of end times (“At 1:10, we will stop working…”).
* Typing instructions for activities and questions for discussion in the chat can be helpful for participants.
* Use the announcement banner to give a 2-minute warning before the rooms close so the participants can finish up their thoughts.

## Present and Share

### Provide PDF of Slides

* To ensure slides are accessible to all, provide slides in a PDF file format to participants in the chat in addition to displaying them through screen share.

### Use an Accessible Slide Design Platform

* Use the platform that will allow you to make the most accessible presentation and that you are comfortable with.

### Add Alt Text to Images

* Alternative text provides image descriptions for those with visual disabilities or those who do not have the internet connection needed to download media. [Here is a resource on how to write good alternative text.](https://webaim.org/techniques/alttext/)

### Tip—Have links, directions, etc. prepped in a separate document

* Create a list of links, directions, questions, etc. that you might want to copy and paste into the chat so you can quickly copy and paste (copying from PowerPoint can be a bit tricky).

## Consistent Slide Design

### Design Slides with Contrast

* High-contrast colors between the font and slide background make slides easier to read and understand

### Choose Sans Serif Fonts

* Sans serif fonts, such as Arial or Calibri, are easier to read, especially for those with dyslexia.

### Text on Slide

* Use concise and clear language
* If using jargon, provide definitions.
* Text on the slide should be an indication for what you are talking about.
* Text should be 18 pt, or larger, be left-justified when possible, and there should balance of text and white/negative space.

### Be Intentional Describing Embedded Links

* Describe links in such a way that they give attendees information about their destination.

### Use Embedded Navigation and Heading Systems

* Using designations like title, heading, and text can help those with screen readers read your presentation.
* It is also helpful if each slide has a unique title for navigation purposes.

### Do Not Use Color Alone to Signify Meaning

* Attendees who have low vision or are colorblind may not understand the meaning being conveyed by color alone.
* Consider altering the display another way (e.g., bolding, underlining) in addition to a color difference.

### Limit Slide Animation

* If slide animation is not essential to the presentation’s content, avoid using it as animation can cause some to experience nausea or distraction.

### Provide Transcripts, Audio Descriptions, or Alternative Formats for Videos and Media

* If you are playing a video during your presentation, consider linking attendees to a transcript or narrative description using chat in addition to providing captions or subtitles.

### Links

* Make sure your links are working. You may want to enter your session a few minutes early to test them.

### Create Disclaimers for Media with Sensory Experiences

* Warn attendees before you play videos that involve flashes occurring more than 3 times per second or loud sounds.

## Participant Engagement

### Give Expectations for Participant Engagement

* Attendees will come to your presentation with different experiences and expectations for a virtual conference.
* Tell them how you would prefer they engage with you during your session (e.g., through the chat, by unmuting their microphones, during interactive activities).

### Do Not Require Participants to Turn on Cameras or Mics

* Please respect the privacy of your attendees.
* While some attendees may engage best using their videos and microphones, others may have valid reasons for preferring not to engage with your presentation in these ways.

### Mute Mics When You Are Not Speaking

* To limit background noise, request that any individual not speaking mute their microphone.

### Summarize Chat Conversations

* Summarize conversations happening in the chat.
* Individuals calling in cannot see the chat, and individuals using different devices may struggle to toggle between the chat and shared presentation.

### Articulate Slide Content

* Describing slide content, especially visuals, is helpful for attendees calling in or with low-vision.

### Summarize Activities

* Summarize activities, notes, or engagement as it is happening.

### Interactive Activities Should Be Flexible in How People Participate

* Design interactive activities with an understanding that we all are working in different contexts.
* Interactive moments should allow individuals a range of activity and engagement options and consider that some participants may not be able to participate in all engagement activities.
* Set specific goals for participation.
	+ Example: When we come back try to have discussed with your group 3 ideas for student engagement that you can share with the class.

### Give Breakout Room Directions in Multiple Formats

* Give attendees directions for breakout rooms on slides and in chat for reference.
	+ Once individuals are sent to breakout rooms, they can no longer see the shared slide but can still access the chat.

### Group Breakout Rooms Strategically

* Placing a minimum of 3 members in each breakout room ensures that a discussion can still occur if an individual chooses not to participate in the breakout room discussion or is unable to participate given the context where they are listening from.

### Debrief or Share Breakout Room Conversations

* If appropriate, consider giving breakout room participants a way to summarize their conversations as recordings will not include breakout rooms.
* For additional information on accessible slide design, see [this resource from Microsoft Support.](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25?ui=en-us&rs=en-us&ad=us)
* References: <https://gsole.org/conference/presenterguide#Tips_For_Attendees>

## Other Info

### Moderators

* All sessions will be assigned a moderator.
* Moderators will do the following
	+ Open and close rooms
	+ Rooms will open 3-5 minutes prior to the start and will close exactly at the end time.
	+ Help with chat, breakout rooms
	+ Monitor the session for “Zoom bombing” or inappropriate behaviors
	+ If a moderator notices inappropriate behavior, they will do two things
		- Immediately initiate “Suspend Participant Activities”
		- Remove the participant(s) displaying inappropriate behaviors
	+ Assist with anything else you need.