

VIRTUAL PRESENTATION BEST PRACTICES



Now, more than ever, virtual presentations are an integral part of our education delivery. Having tools and knowledge that support your preparedness will ensure you exceed ever-rising participant expectations and maintain a standard of excellence in our new normal.

THE BIG PICTURE

CHECKLIST

PREPARATION

PRESENTATION

VIRTUAL CHECKLIST

This checklist will help you prepare for delivering a presentation using Zoom.

YES NO

PREPARATION: Did you...

1. Setup your devices?

Make sure the camera is working. It is recommended to restart devices before the start of a session.

2. Test audio?

Check-in advance that your Zoom is set to the correct microphone input. If using two devices, be sure to mute the second device to avoid feedback.

3. Ensure room lighting is adequate?

If using natural light, will there be constant light from start to finish of presentation? Or, do you have a ring light or other light setup?

4. Organize tools and equipment?

Prepare mannequins, slide presentation, documents for sharing

5. Prepare an opening and closing slide or image?

Having an opening and closing screen is recommended. Consider adding these to your presentations to help begin and end presentations smoothly.

Tips:

Virtual backgrounds are a simple way to prevent background distractions. You can upload custom images to personalize your appearance.

You can customize your microphone and speaker volume within Zoom to ensure the best audio experience.

If natural lighting is limited, consider using a lamp or even a ring light to ensure the clearest video appearance.

PRESENTATION: Will you...

1. Be sharing your screen?

Zoom allows you to select full screens or individual windows when sharing, be sure to choose the correct one

2. Play video or sound clips during your presentation?

Be sure to enable screen share audio before sharing to ensure participants can hear the audio

3. Need to share the presentation or make it available for later viewing?

You can record meetings to the cloud or your device. Choose the appropriate one that makes it easiest for sharing later.

4. Need to share documents or information with participants?

Zoom allows uploading files to the chat. Or, you can upload documents to online sites, such as Dropbox, and share the link in the chat.

5. Ask for participant feedback during the meeting?

Encourage participants to use reactions, feedback icons, or the chat throughout the presentation

6. Demonstrate hands-on techniques?

Be sure to pay attention to what the participants see. Check your camera view often to ensure a clear and visible demonstration.

7. Need to demonstrate on multiple sides of the mannequin?

The use of alternative ergonomic positions may be necessary, and consider using a Swivel Tripod mount.

8. Be using electrical tools, such as a blow-dryer or irons?

Muting the microphone during blow-drying may be necessary. Consider using wireless earphones to reduce background noise.

Multiple electrical tools and devices may cause a circuit break. Test all tools, lighting, and devices before the session.

CHECKLIST

- ◎ Tool to help ensure maximum preparedness
- ◎ Matches Zoom functionality
- ◎ Preparation section
- ◎ Presentation section
- ◎ Tips for additional consideration

PREPARATION



1. SETUP YOUR DEVICES

- Both devices must be logged into the Zoom meeting.
- Make sure the camera is working for both devices.



2. TEST AUDIO

- Check that Zoom is set to the correct microphone input.
- If using two devices, be sure to mute the second device to avoid feedback.

Settings

- General
- Video
- Audio**
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Speaker

Test Speaker Speakers/Headphones (2- Realtek(R) Audio)

Output Level: _____

Volume: ◀ —●— ▶

Use separate audio device to play ringtone simultaneously

Microphone

Test Mic Microphone (Realtek Audio USB)

Input Level: _____

Volume: ◀ —●— ▶

Automatically adjust microphone volume

Suppress background noise Auto ?

Select the default noise suppression level (low) to optimize for music

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced



3. ENSURE ROOM LIGHTING IS ADEQUATE

- If using natural light, will there be constant light from start to finish?
- Do you have a ring light or other light available?



4. ORGANIZE TOOLS AND EQUIPMENT

- Prepare mannequins, slide presentation, and document for sharing.

5. PREPARE AN OPENING AND CLOSING

- Having an opening and closing screen is recommended.

**PIVOT
POINT.**

WELCOME

THANK YOU

PRESENTATION



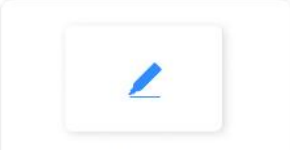







1. SHARING YOUR SCREEN

- Zoom allows you to select full screens or individual windows when sharing, be sure to choose the correct one.
- You can lock screen-sharing to avoid disruptions.

Select a window or an application that you want to share

Basic Advanced

 Screen 1	 Screen 2	 Whiteboard	 iPhone/iPad
 Virtual Presentation Tips - Power...	 Calendar - ddunworth@pivot-po...	 Chat Microsoft Teams	 ipad silent switch - Google Search...

Share computer sound Optimize Screen Sharing for Video Clip

Share

Daniel Dunworth



✓ One participant can share at a time
Multiple participants can share simultaneously

Advanced Sharing Options...

✓ One participant can share at a time
Multiple participants can share simultaneously

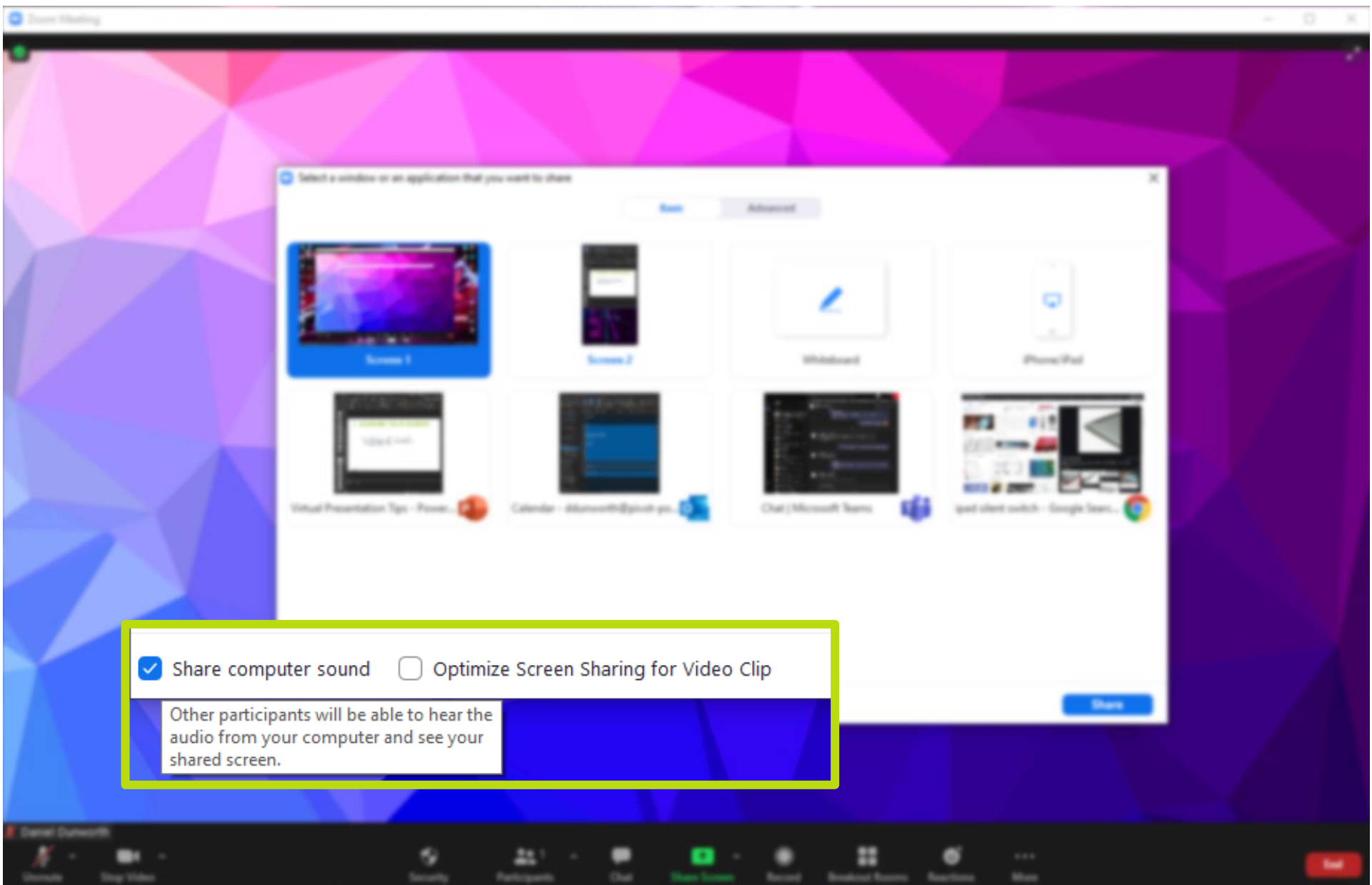
Advanced Sharing Options...

Daniel Dunworth

Unmute Stop Video Security Participants 1 Chat Share Screen Record Breakout Rooms Reactions More End

2. PLAY VIDEO OR SOUND

- Be sure to enable screen share audio before sharing to ensure participants can hear the audio.



Share computer sound Optimize Screen Sharing for Video Clip

Other participants will be able to hear the audio from your computer and see your shared screen.

3. NEED TO SHARE THE PRESENTATION

- You can record meetings to the cloud or your device. Choose the appropriate one that makes it easiest for sharing later.

Record on this Computer Alt+R
Record to the Cloud Alt+C

Record on this Computer Alt+R
Record to the Cloud Alt+C

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Unmute

Stop Video

Security

Participants 1

Chat

Share Screen

Record

Breakout Rooms

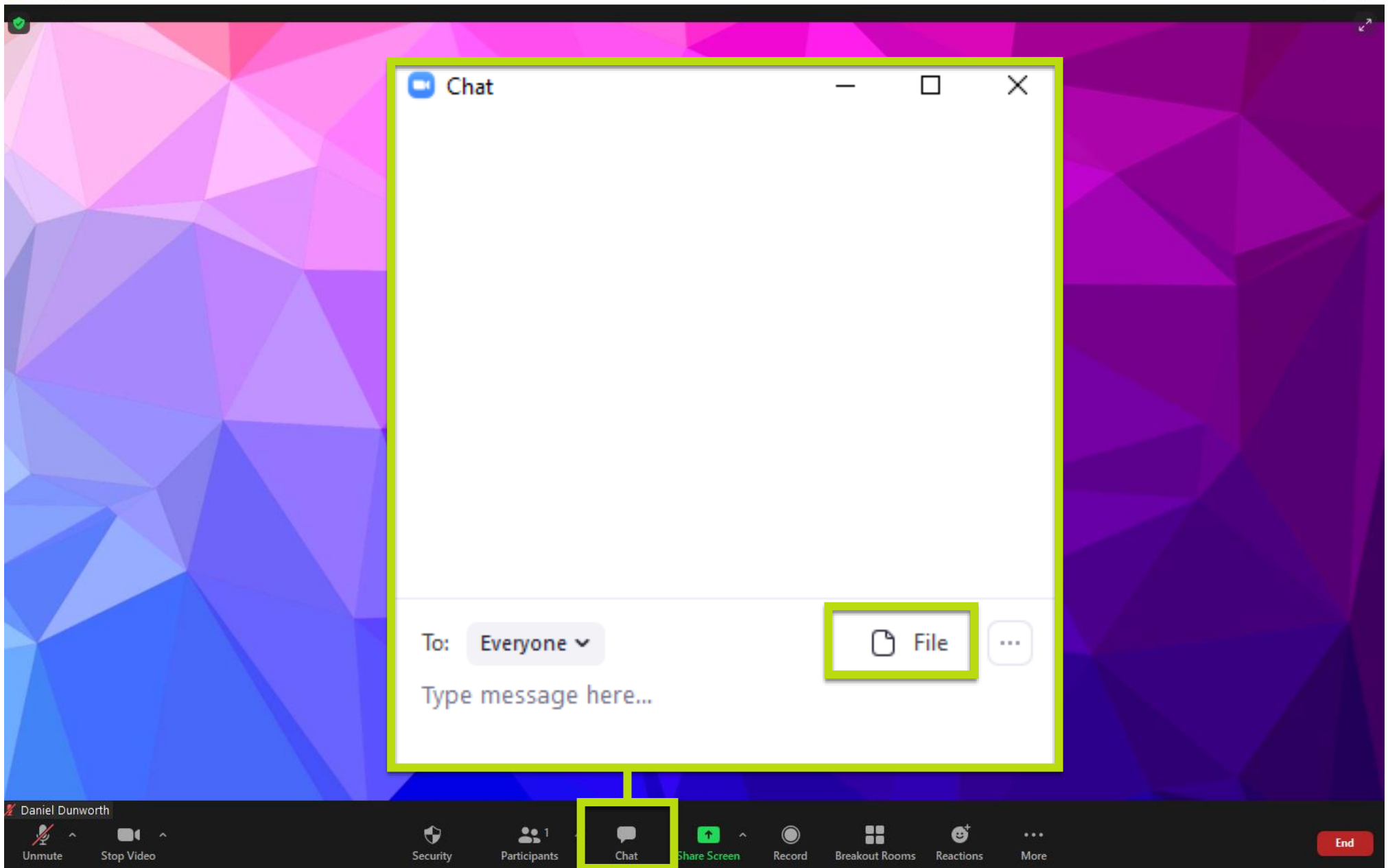
Reactions

More

End

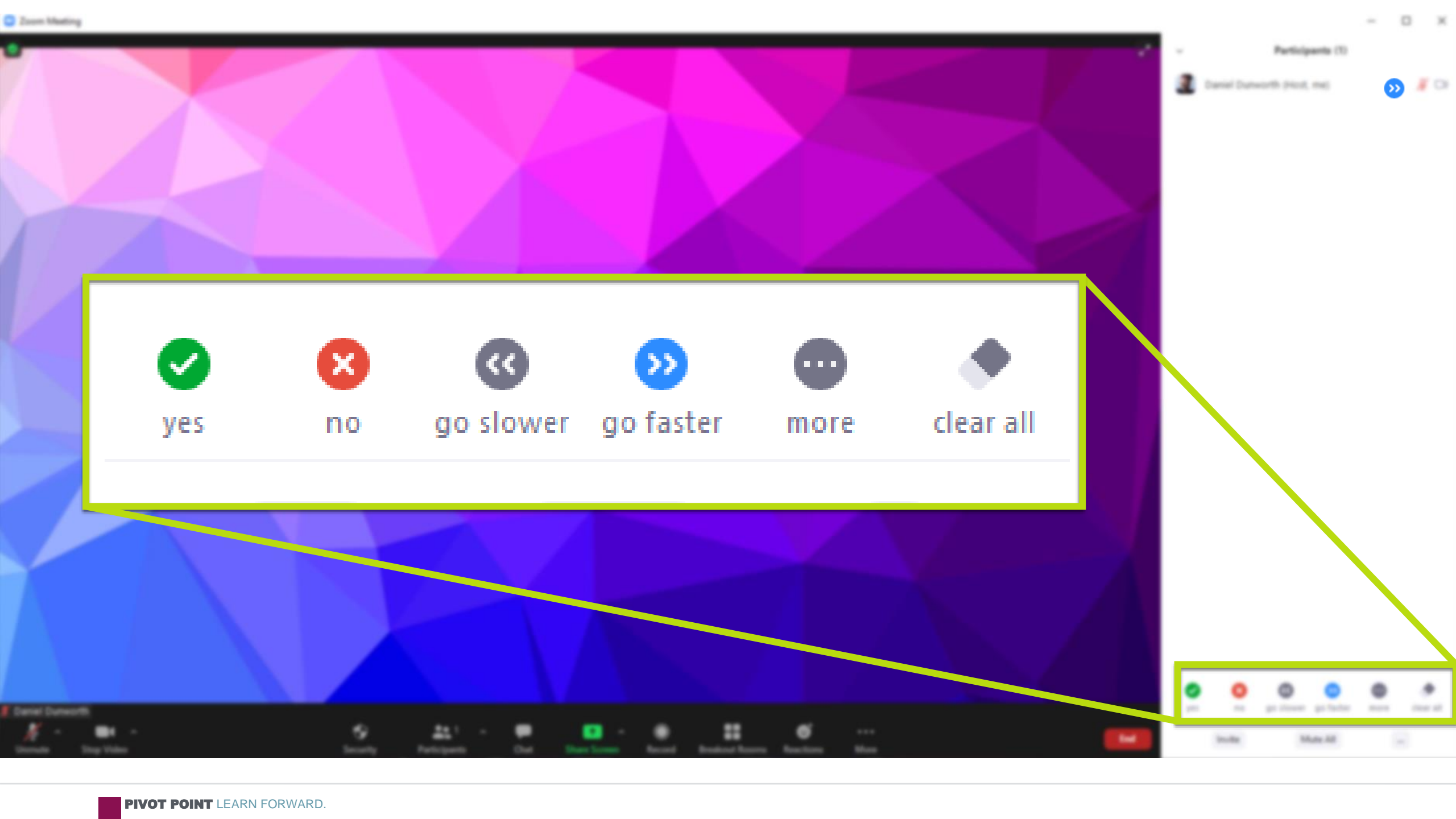
4. NEED TO SHARE DOCUMENTS

- Zoom supports direct uploading of files to the chat.
- You can upload documents to online sites, such as Dropbox, and share the link in the chat.



5. ASK FOR PARTICIPANT FEEDBACK

- Encourage participants to use reactions, feedback icons, or the chat throughout the presentation.



yes



no



go slower



go faster

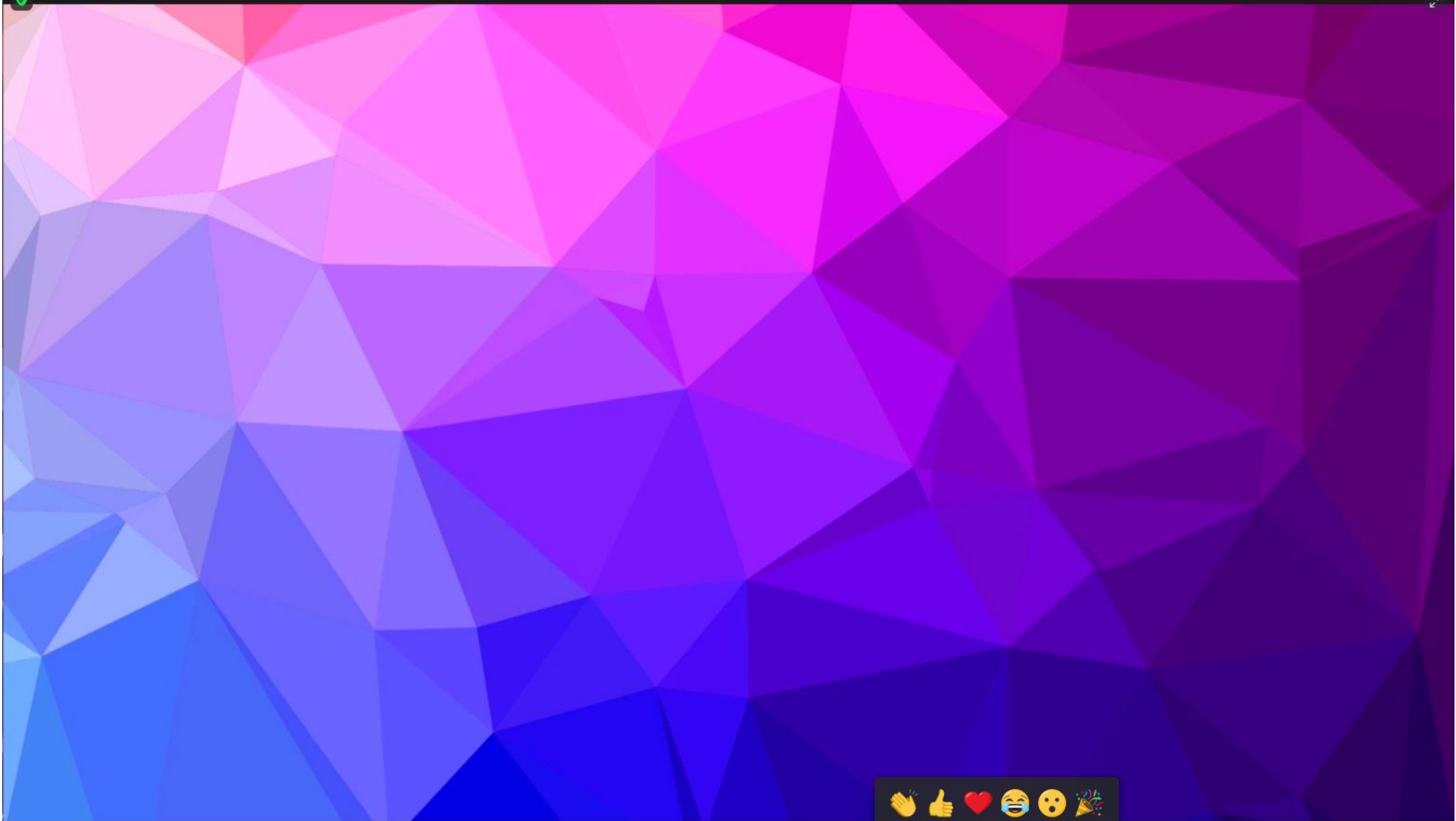


more



clear all





Daniel Dunworth



Unmute



Stop Video



Security



Participants 1



Chat



Share Screen



Record



Breakout Rooms



Reactions



More



End

6. DEMONSTRATE HANDS-ON

- Be sure to pay attention to what the participants see.
- Check your camera view often to ensure a clear and visible demonstration.

7. NEED TO DEMONSTRATE MULTIPLE SIDES

- The use of alternative ergonomic positions may be necessary and consider using a Swivel Tripod mount.



8. USING ELECTRICAL TOOLS

- Consider using wireless earphones to reduce background noise. Muting the microphone during blow-drying may be necessary.
- Multiple electrical tools and devices may cause a circuit break. Test all tools, lighting, and devices before the session.

WANT TO CHAT?

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THANK YOU