

ITEEA 2021 Conference Virtual Attendee and Presenter Guide



The attendee and presenter guide has been written to provide general ideas in how to participate in virtual sessions. This guidance is not intended to be device or application specific. It is presented as best practices for any participant to consider when they are participating in a virtual meeting.

Download Conference Application - Before the day of the event it is best practice to ensure your computer is ready to participate in virtual meeting. Download the conferencing application (Zoom; Webex; etc.) that is needed for the meeting on the computer you will be using. This ensures you have access to all additional meeting controls that might not be available in the browser version.

Test Your Internet Speed -There are plenty of sites you can use to [test your internet speed](#). Your internet speed should be at least 10 Mbps (upload) for presenting. If you can, it is best to plug your computer directly into the router using an Ethernet cable. If that is not possible, move your computer as close as you can to the wifi router.

Test a Virtual Meeting -To practice the presentation, start a meeting by clicking starting a new meeting within the app.

Practice How to Participate - Before the day of the event, become comfortable with the meeting controls. Practice muting/unmuting, turning video on/off, and sharing your screen. Make sure your presentation is downloaded and saved to your computer. Do not share content from sharing sites that rely on the internet.

Audio Settings - Select the mute/unmute functions. Test and adjust the speaker and microphone of your device.

Video Settings – learn how to start and stop video. You should be able to see yourself. If you are unable to see yourself and select the camera you would like to use if you have multiple cameras.

Screen Share - Practice sharing your presentation by clicking a share screen button. Select the screen you want to share.

Mute Your Microphone - Know how and when to mute your microphone to help keep background noise to a minimum. Make sure you mute your microphone when you are not speaking. Be mindful of background noise.

Please remember that when you are participating in a gathering, it is ***important for you to be there!*** This means you should share how you are being attentive. Know how to turn your video on and be prepared to demonstrate that you are participating. While a meeting may be virtual, practiced presenters can always tell when their audience is attentive through the facial expressions and gestures that you share. Be mindful of how your active participation, your eye contact, and friendly demeanor helps set a positive tone for all attendees and presenters.

Best Practices for Virtual Presenters

Practice and Prepare

- Know your content and practice it. Try to memorize as much as possible.
- Keep track of the time it takes you to get through your presentation.
- If you have notes or a script, keep the digital or printed document on a stand at eye level.
- Notifications on your computer should be turned off.
- Close all other apps and browsers.



Environment and Acoustics

- Make sure to present from a room with minimal echo and distractions.
- We recommend using USB mics or Laptop mics; earbud mics are not recommended.
- Make sure your microphone is adjusted and working correctly.



Appearance

- Solid colors look best on camera.
- Avoid patterns, black, or white garments.
- Avoid waving your hands or moving too much.
- Avoid touching your face.
- Avoid leaning forward into the camera.



Position

- The camera should be positioned at eye level.
- Keep your eyes in the top third of the frame.
- You should be centered in the frame with the top of both shoulders visible.
- Avoid too much head room at the top.

Camera

- If a webcam looks better than your computer camera, use it.
- Maintain eye contact with the camera.
- The background should not be distracting; move any clutter out of frame.
- Virtual backgrounds are not recommended, as they take up too much computing power.

Lighting

- Use natural lighting to brighten the room.
- If you can, face a window or use enough front light, so your face is clearly visible.
- You can also try placing a lamp behind your webcam or to both sides.

Best Practices for Virtual Presenters



Getting ready for your presentation is just as important as giving the actual presentation. There are lots of potential issues you can face, like a faulty microphone or your pet walking in right in the middle of an important slide. By preparing well, you ensure your presentation can be as smooth and error-free as possible. Below are some tips to help you prepare to deliver a presentation.

Keep it Simple - The best online presentations are simple and straightforward. You don't want your audience to be squinting at their screens trying to navigate through a tangled web of text, colors, graphs, and other content. You need them to look at a slide and get the point at a single glance. Use a plain background for your slides, preferably white, and focus each slide on only one point or idea. Don't stuff too many bullet points or text into your slides. Also, make sure you center your text in case the edges of the slides are cut off for some of the participants. Lastly, use a large and bold font that doesn't require participants to strain their eyes, even if they're viewing your slides on their phone.

Stick Your Notes in the Right Place - Just like when you're presenting in person, you'd likely want to keep notes or pointers nearby in case you forget something important. During a presentation, though, you need to be careful about where you place your notes. It can look very unprofessional and awkward if your eyes keep moving away from the camera when everyone is staring at your face. Avoid keeping a notepad next to you or pasting them on the side of your monitor. A better alternative is to stick a post-it right below or next to your webcam. So, even if you take a peek, you will still be looking somewhat directly at your audience.

Rehearse Before the Presentation - Never walk into a presentation unprepared. This is especially important for virtual presentations, as it can be even more difficult to wing it when you're not interacting in person. Plus, rehearsing is a good idea if you want to overcome the fear of being on camera. Do a demo virtual meeting with a friend or family member, or just practice alone before the presentation.

Delivering Your Presentation - Now that you are prepared up to deliver your virtual presentation, here are some additional tips to help you make the most of your time while you're presenting. There is no right or wrong way to present your session, but there is no denying that the most typical vehicle is via a slide presentation such as PowerPoint.

- Be focused on the delivery and not the technology. Practice and get familiar with the technology and your recording environment.
- Create a script for your presentation, but always remember that reading your presentation does not tend to engage attendees. Be yourself. Present your story.
- Limit the text on each slide—just use bullet points as reference points.
- DO NOT use images without permission—or ensure that they are royalty-free. A few good sources of quality and royalty-free images are Pixabay, [Unsplash](#), [Stocksnap](#), and [Flickr](#).
- Stay within your session time limit and be sure to leave time for Q&A.

Guidance for Developing Virtual Presentations

There are several common tools used for creating virtual presentations. Two of the most common are [PowerPoint](#) or [Google Slides](#). Another interesting option is [OBS - Open Broadcaster Software](#). Should you not have PowerPoint, both Google Slides and OBS are great options – and they are free! All of these options include use audio and video recording capabilities that are easy to learn for developing, creating, and editing a virtual presentation. No matter which platform you choose, there are many common points to consider. Provided below are several tips to help you prepare your presentation.

General Guidance

- **Plan Your Presentation** - Plan your presentation. To begin planning for your virtual presentation you will need your presentation in PowerPoint or Google Slides; an [outline/script](#) of what you plan to share; a microphone with a quiet place to make your recording; and a webcam in a well-lit area. To improve the audio, headphones with a microphone is helpful.
- **Be Focused on the Delivery and Not the Technology** - Practice and get familiar with the technology and your recording environment.
- **Open your Presentation and Check the Slide Transition Settings** - Open your presentation and check the slide transition settings. Check your recording settings and subtitles settings.
- **Practice how to Start and End your Recording** – Practice how to start and end your recording. Replay to check your slides and audio are aligned and if necessary, you can rerecord a slide.
- **Practice Using Your Voice** – Speak at a calm and confident pace. Be enthusiastic, clearly, use humor, inflection and intonation in your presentation. Avoid the temptation to simply read your script.
- **Make Adjustments to Deliver the Best Sound Quality** – The microphone on your computer can be good, but if you can, try using earbuds with a microphone or a headset with a microphone. They can sometimes provide better sound than a computer microphone.
- **Don't Turn Your Head Away From the Screen** - Don't turn your head away from the screen when recording your audio – the audio sounds best when you talk speaking directly to the screen.
- **Find the Best Distance for Your Microphone** - Get close to the microphone. The further away, the more the "echo chamber" effect will kick in.
- **Recording Room** - Use a small, carpeted room with low ceilings. Avoid a room with a lot of hard surfaces or larger really open rooms. If recording at your home, try to use internal rooms to avoid public noise (sirens, birds, wind chimes, construction or other audio disturbances). Basements are ideal if they are carpeted.
- **Do Not Disturb** - Try to restrict colleagues or family activity (televisions, doors slamming etc.) Let them know the importance of your audio environment for the time you are rehearsing and conducting your final recording.
- **Save and Export Your Recording to Create the Video File** - Go to File, Export and choose Video or MP4 as your format. Note, it may take a few minutes to create your video. Upload your video file for presentation, Congratulations! You have created the presentation and uploaded it for your audience!

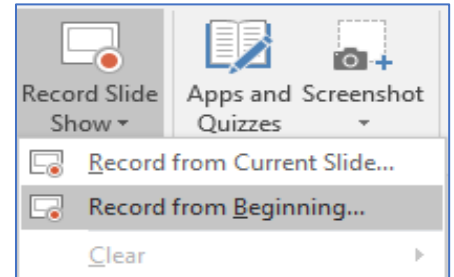
Guidance for Developing Virtual Presentations Using PowerPoint

The following Guidance is aligned with the use of [PowerPoint](#) . However, you will discover that [Google Slides](#) is very similar in functionality and features.



Open Your Presentation and Check You Have the Record Slide Show Tab - To get access to the recording tab open an existing or new presentation in PowerPoint, click File then Options. Choose Customize Ribbon in the menu on the left, then tick the box which says Recording and click OK. You should now have a new tab in the Ribbon. You only need to do this once. The tab will remain in the Ribbon in the future until you switch it off.

Record a Slide Show - From the recording tab choose **Record Slide Show**, then **Record from Beginning...** or **Record from Current Slide...** This will put you in record mode. To begin recording select the red circular Record button in the top left corner of the screen. The program will count down from 3 and begin recording audio. Transitions, animations, or annotations, you make will be recorded too. You can draw on the screen by clinging on the pen or highlighter icon at the bottom of the screen.



To pause the recording select the Pause button. Once you have finished recording, select and click the square Stop button. To let you know there is some audio recorded, a blue Play button will become active and a small speaker icon will appear in the bottom right of the slide.

To clear audio click the X button and choose **Current Slide** or **All Slides**. **Caution:** Deleting audio is irreversible.

To navigate between slides, click the left and right arrows. Once you're finished recording press Escape or click the x in the top right corner of the screen.

Save and Export To share with a wide audience you will need to **Export to Video** from the Recording tab, then **Create Video**. Give this file a name and choose where to save it. The export process may take a few minutes depending on the length of the presentation and your PC.

Helpful links and Resources for Developing Virtual Presentations

- [How to Make a Video in PowerPoint - ppt to video](#)
- [How to Record Google Slides as Video](#)
- [How to use OBS for Screen Recording or Streaming - Beginner Tutorial](#)
- [How to Record Audio in PowerPoint and Export as an MP4](#)
- [How to Create a Narrated PowerPoint Presentation](#)
- [Best Practices for Virtual Presentations](#)
- [10 Essential Tips for Recording a Webinar](#)
- [Microsoft PowerPoint Record a Presentation](#)