Tip Sheet for Virtual Event Presenters

# As a presenter of a virtual event, you want to make sure that you are prepared and set for success. The tips in this document will help guide you through all stages of preparing for a successful event.

**Webinar Tips**

* You can create templates in the scheduling page in Zoom Webinar that you can reuse for certain types of meetings
* Setting the duration doesn’t mean that it stops you at the end time you set
* There are options to make the meeting/webinar recurring
* Zoom Webinar allows you to create a password and have a registration site accessible to invited guests only
  + Cornell recommends using a password protected forum if the participants are known to the hosts
  + If not all participants are personally known, and the presentation involves a public forum, Cornell recommends not using a password
* Enable participants use of computer audio and phone audio in case their video/computer audio disconnects
* “Practice Session” setting allows you to run through the webinar before it starts using the same Zoom ID
* You can invite panelists to speak once the registration link has been sent by putting in their name and email

**Preparations for Meeting/Webinar**

* Create and review an agenda to include
  + Key talking points
  + Meeting structure (when and how long to discuss topic)
  + Team members/teams in attendance and what they are presenting
  + Any relevant documents, files, research
* What you wear matters - Forgo stripes, busy patterns, and colors that match your background. Opt for solid shirts and blouses that contrast in color to your background
* Have the notes positioned near the camera to refrain from looking down

**Finding the Best Spot for Meeting/Webinar**

* Find a quiet space and be sure it will remain quiet
* It is ideal if the space has a door
* Set up in front of a solid wall or use a simple virtual background
* Have a light source in front of you, not directly above or behind
* Notify family members or co-workers that you’re presenting and should not be disturbed
* Have someone watch the family pets in a different room

**Technology**

* Check internet connection; a wired connection is best
* Practice sharing a presentation screen with others
* Use a set of earbuds with a microphone while presenting for the best audio for all
* Check that the microphone is working and that the audio is clear
* Position the camera so that it is at eye-level
* Silence cell phones and landline phones
* Silence or turn off computer notifications
* Have a backup plan

**During the Meeting/Webinar**

* Join the webinar early
* Speak clearly
* Mute yourself when not speaking
* Eliminate distractions (be sure not to stare at your cellphone while others are speaking) and do not interrupt other people when they’re talking)
* Alert attendees that the session is being recorded
* Utilize more than one host in case something happens to the host computer

**To Close the Meeting**

* Point out any takeaways, action items, or deliverables to the team based on conversation and who’s responsible