

## HANDY ZOOM INSTRUCTIONS

### For presenters...

**Backup slides** To avoid any possible technical issues on the day with screen-sharing, please send a copy of your slides to [FLEETcentre@monash.edu](mailto:FLEETcentre@monash.edu) the day BEFORE your presentation day.

**Prepare** Don't spend precious minutes finding the right file. Open your presentation before the start of your talk, and be prepared to enter slide show. If you have multiple screens, know which screen you need to share. To improve the listening quality for your audience, close every application except Zoom and your presentation. Turn off notifications (or at least, close your email).

**Practice talk** You need to have gone through your entire talk on your own at least once – more often, for a short talk. Time your talk and know how long it will take. You will be muted at the end of your allocated time, so that the next talk can start. Arrange a short practice session with Errol [[media@fleet.org.au](mailto:media@fleet.org.au)] before your talk, to ensure your slides work. You will not have time to do this immediately prior to your talk.

### Time-saving tips:

- Don't spend time apologising to the audience for how short your talk is, and what you wish you had time to cover but won't have time for
- Don't read out the names of individual members of your team at the end. Leave their pics up on screen while you take questions – your audience can read.

**Timer** Have your stopwatch handy. Work to your allocated presentation time. You must allocate enough time for questions within your total allocated time. You will be muted at the end of your allocated time, so that the next talk can start.

Your session Chair will give a 2 minutes warning before the end of your presentation time and facilitate the Q & A session.

**Laser pointer** After you share your screen, select 'Annotate' from the top menu, then 'Spotlight', then select the laser pointer tool.

**Sound gear** If you have a headphone and microphone, use it. Your sound quality will be much improved for your audience, including eliminating echo.

**Use videos with care** Any video you play will put extra pressure on everyone's zoom connection. It may play well for you, but be frozen for everyone else. Downloading the vid to your hard drive is generally more effective than running from YouTube.

**If you need to play sound**, you will need to enable this in Zoom. (Click 'Share screen', then tick the 'share computer sound' box, before you choose which screen/presentation to share).

**Don't read the Chat** The Chair will pass on questions at the end of your talk. Don't pause while speaking to read what people are typing.

**How to end your talk** What do you want the audience to do now? Do you want collaborators, advice, discussion? Ask people to engage with you via email or Slack.

Be calm. Don't rush. Breathe.

### **Notes for the audience:**

**Audio/Video Mute option** The workshop is in zoom meeting mode to encourage discussion. Please mute your video and audio during the presentation to help those with low bandwidths. You can unmute your AV during the Q & A if you choose to.

**Stay muted** unless you are speaking.

**Encouraging words** via Chat are always appreciated. You can also use the 'reactions' menu in Zoom to offer thumbs-up and other reactions.

**If you have a question for the speaker**, you can either:

- Use **Raise Hand** function and ask your question when invited by the Chair
- Type your question in the **Chat** and the Chair will read it out for you

### **Notes for the Chair:**

**Questions** Explain at the start that questions should be lodged via Chat or Raise Hand option. You are expected to monitor these, and ask 'the best' questions of the speaker. Or, you can unmute people to ask their own question. Have a question or two ready yourself, while the audience gets themselves ready to ask (this always takes longer on Zoom than in real life).

**Audience participation** Encourage the audience to provide feedback and comments via Chat, and reactions menu.

**Timing** Have your stopwatch handy during the talk. Two minutes before the end (if they are not wrapping up), interrupt to say "two minutes to go". At the end of the allocated time, zoom hosts will mute the speaker, and you can encourage any further discussion on other channels...