Suggested guidelines for Zoom speakers

For a better webinar:
- Set expectations
- Engage your participants
- Use your assets
- Pace your presentation

Look your best:
- Prepare for an online presentation much as you would for an in-person talk or photo shoot. Solid colors and simple jewelry are preferable.
- You should select a well-lit area to give your talk. For the best light, try to face a window or have a lamp in front of you. If possible, avoid having a window or strong light behind you.
- Have a test call and see what the audience can see behind you. A bookcase? A door? You may find you need to declutter whatever is behind you so that seminar participants can focus on you and your talk.

Technology:
- Your webcam should be at eye level or as close to eye level as possible. (No fancy equipment is required here; a stack of books under your laptop will often do the trick!)
- During the test call, check your audio. Consider using an external microphone if the sound quality from your computer isn’t good.
- Are you able to be in a quiet location while you speak? If not, consider using headphones with a microphone to minimize the background noise.
- Open your presentation before the workshop begins, and leave PowerPoint running when you connect to the Zoom call.
- This is also a good time to clean up your computer’s desktop and quit other applications you’re not using during the presentation.
- Check your account settings and use your full name (not a nickname or the name of your device) as your name on the call.
- Silence your phone and any other devices in the room during your talk.