



## Live Remote Presenter Tips

*Sidney M. Stoper, Event Producer*



## Live Remote Presenter Tips - Preparation

- Refresh Computer
  - Restart your computer and open only the applications you will need for your presentation. Disable all auto notifications and auto updates.
- Internet Connection
  - If presenting from home, make sure no one else is using the Internet during your talk.
  - If possible, use a wired Internet connection.
- Microphone
  - Keep microphone muted prior to live presentation.
  - Unmute microphone before speaking.





## Live Remote Presenter Tips - Preparation



- Lighting
  - Position light source directly in front of you.
  - If possible, use natural light from a window or supplemental lighting kit.
  - If your back is to a window, close the shades.
- Background
  - Choose professional looking, uncluttered background.
  - Turn off ceiling fans or bright background lighting.
- Room Environment
  - Create quiet room environment free of co-workers, family members or pets.
  - Silence your cell phone.
  - Have a glass of water nearby.



## Remote Presenter Access (Live Presentation)



**zoom** is used to access the JSAV Virtual Green Room and Live Studio.

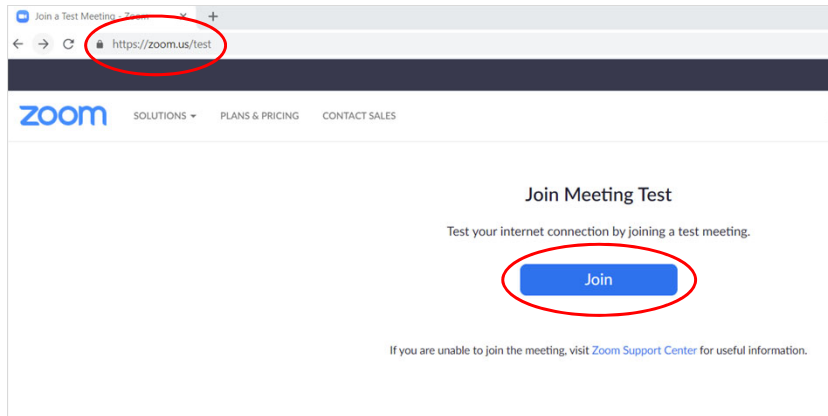
- A Zoom link will be provided to you in advance of the rehearsal and conference.
- Sign in to Zoom Green Room 30 minutes prior to your presentation.
- JSAV producer will greet you and check your technology:
  - Connection
  - Microphone
  - Camera and angle
  - Lighting and background
- JSAV producer will move you into the live studio.





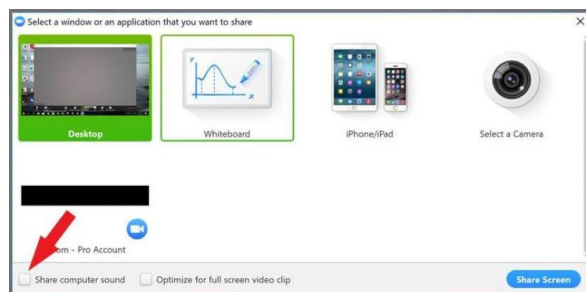
## Live Remote Presenter Tips - Preparation

- Test Connection - <https://zoom.us/test>



## Remote Presenter Access (Live Presentation - Breakouts)

- To Share a Presentation
  - Click "Share Screen" in Zoom and choose appropriate window (PowerPoint, Keynote, etc.)
  - Enable "Share Computer Sound" if there are any embedded videos with sound

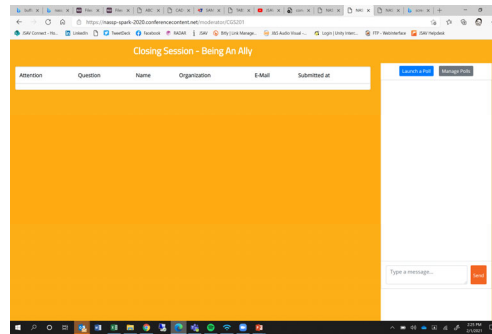




## Remote Presenter Access (Live Presentation - Breakouts)



- Q&A Feature
- To access moderator page, copy/paste URL from platform, and change sessions to moderator (WILL SEND LINK 1 WEEK PRIOR TO CONFERENCE)



**Thank you!**

