



SPRING
TRAINING INSTITUTE

SPEAKER TRAINING

Kelly Gregory

MAY 2021

ZOOM PLATFORM

ZOOM

➤ **Microphone and Video**

➤ **Sharing Slides**

➤ **Q&A**

➤ **Chat**

ZOOM



ZOOM



ZOOM



ZOOM

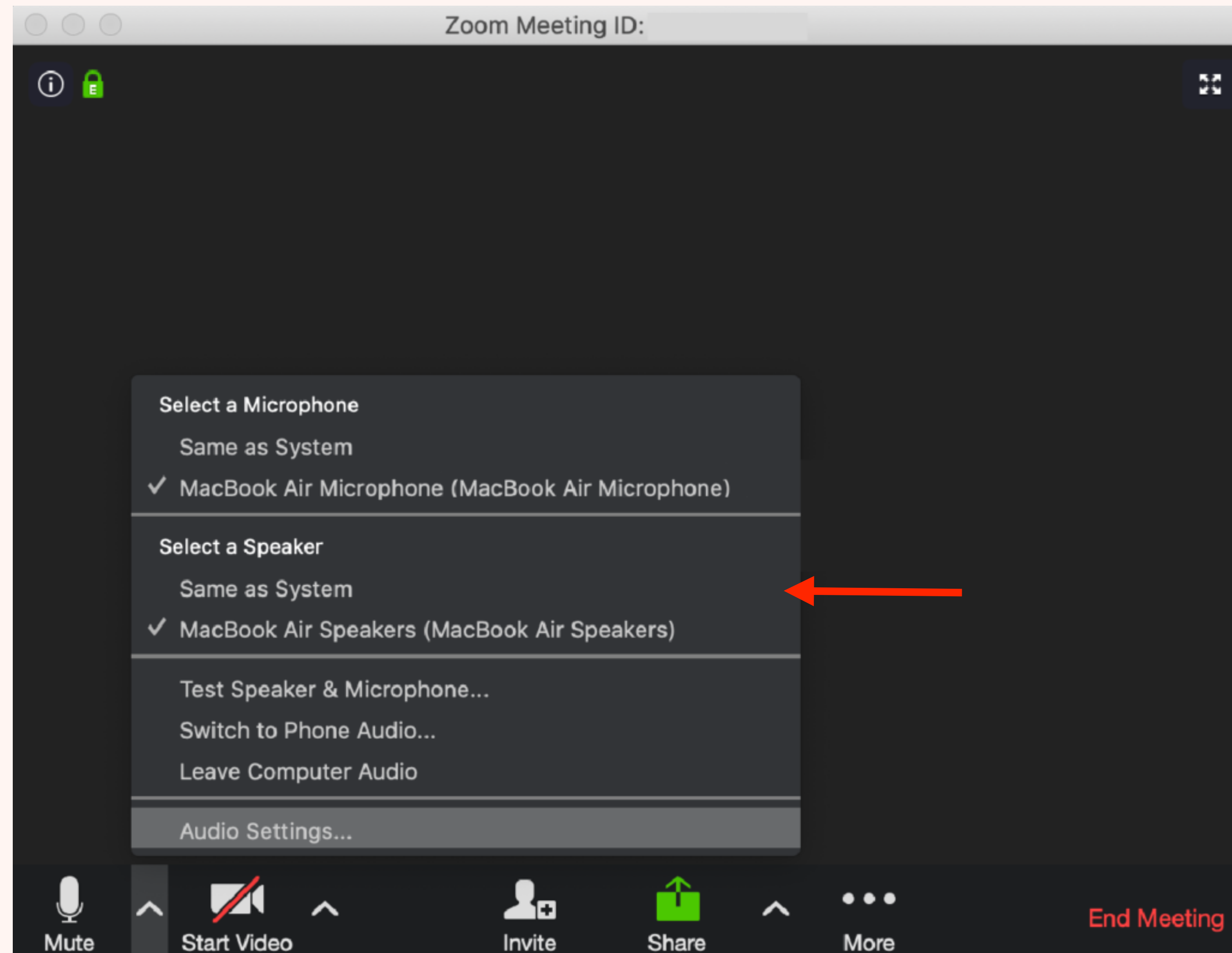


MICROPHONE AND VIDEO

MICROPHONE AND VIDEO

- **Quiet Setting**
 - **Even Lighting**
 - **Centered on Camera**
 - **Close to Microphone**
 - **Headphones or earbuds**
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ZOOM WEBINAR

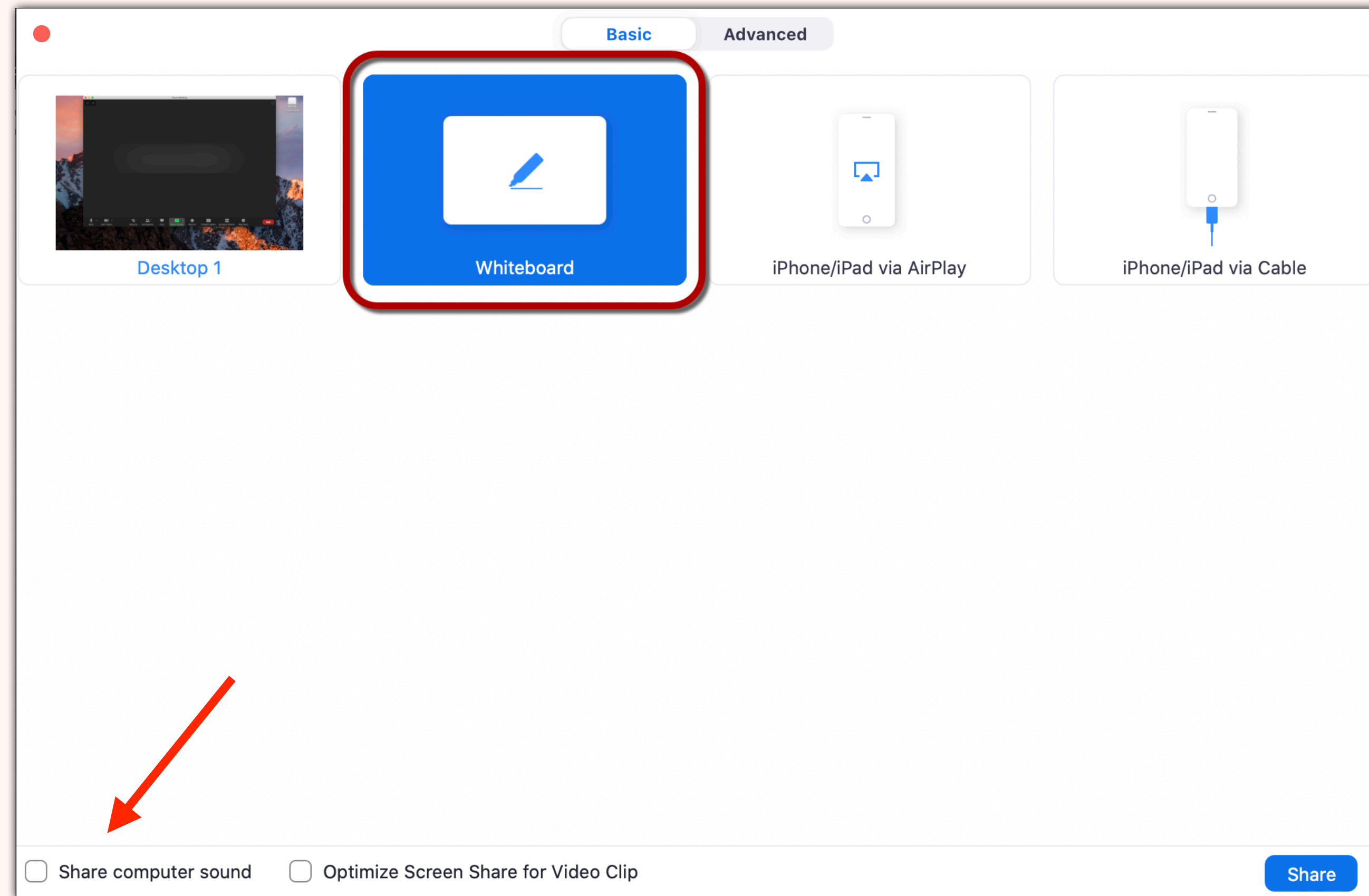


SHARING SLIDES

SHARING SLIDES

- **Open Slides on your system ahead of time**
 - **Share only slide program, not Desktop**
 - **If you have video or sound make sure the audio button has been checked**
 - **Unshare when finished**
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ZOOM WEBINAR



Q & A

Q & A

- **Prompt attendees to put their questions into the Q and A box**
- **Moderator's will verbally ask you any Q and A questions**

CHAT

CHAT

- **Just like any other chat function**
 - **Use chat for polling questions**
 - **Use chat for impromptu polling**
 - **Moderator will help by verbally giving you results of any poll type chats**
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SPEAKER SESSIONS

SPEAKER SESSIONS

- **As a speaker, all you need to do is to show up to your session 10 minutes early**
 - **Navigate via the agenda to your session and you will automatically be the speaker as you have been pre-assigned**
 - **The moderator will be in the room and help you get situated and make sure that your slides are functioning**
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SLIDES

- **Draft Slides are due now**
 - **Final Slides are due May 6**
 - **Email slides to Conferences@mimh.edu**
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VIRTUAL CONFERENCE ENVIRONMENT

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