



# SPEAKER TRAINING

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**Kelly Gregory**

MAY 2021

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# ZOOM PLATFORM

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# ZOOM

- **Microphone and Video**
- **Sharing Slides**
- **Q&A**
- **Chat**

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# ZOOM



# ZOOM



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# MICROPHONE AND VIDEO

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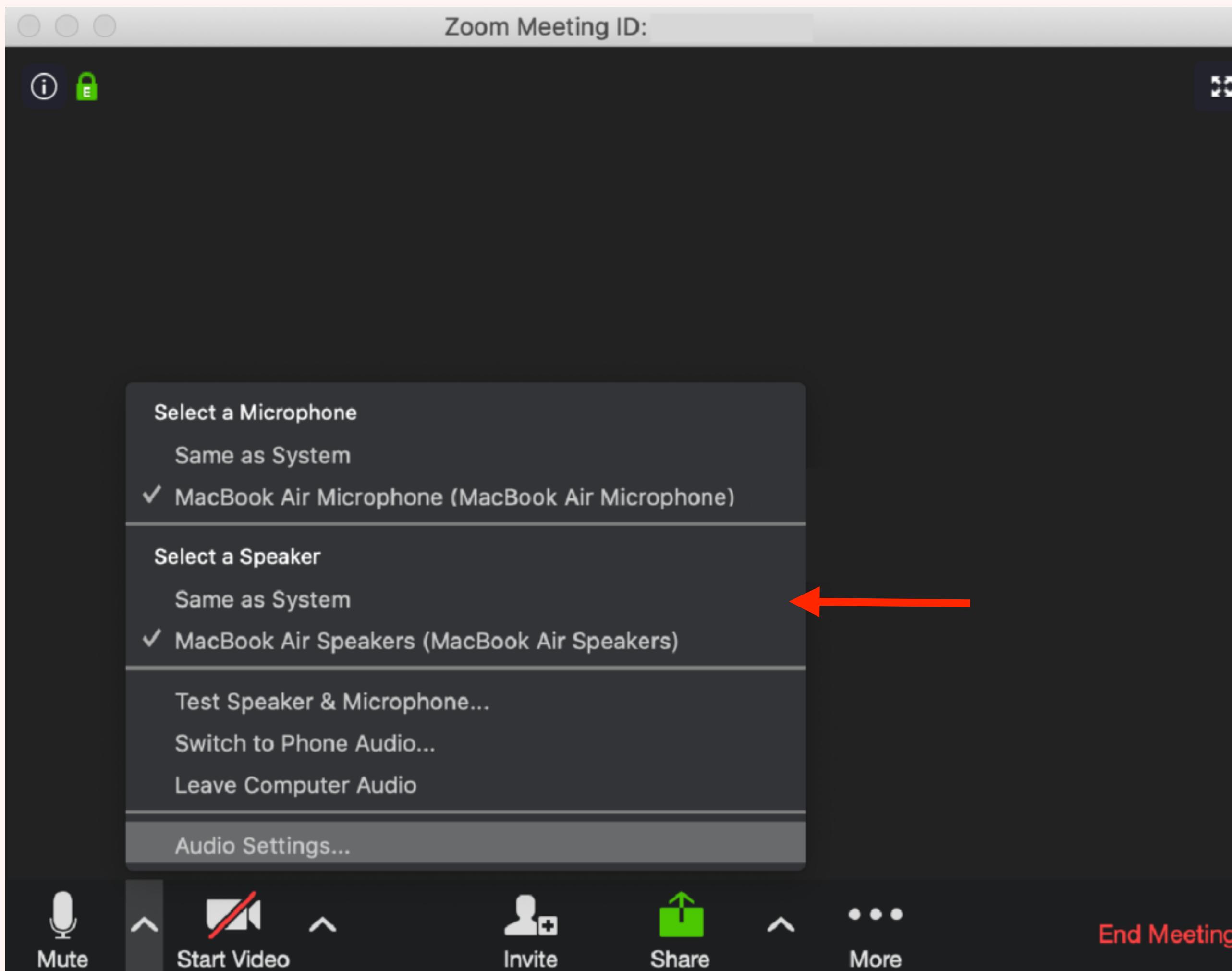
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# MICROPHONE AND VIDEO

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

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# ZOOM WEBINAR



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# SHARING SLIDES

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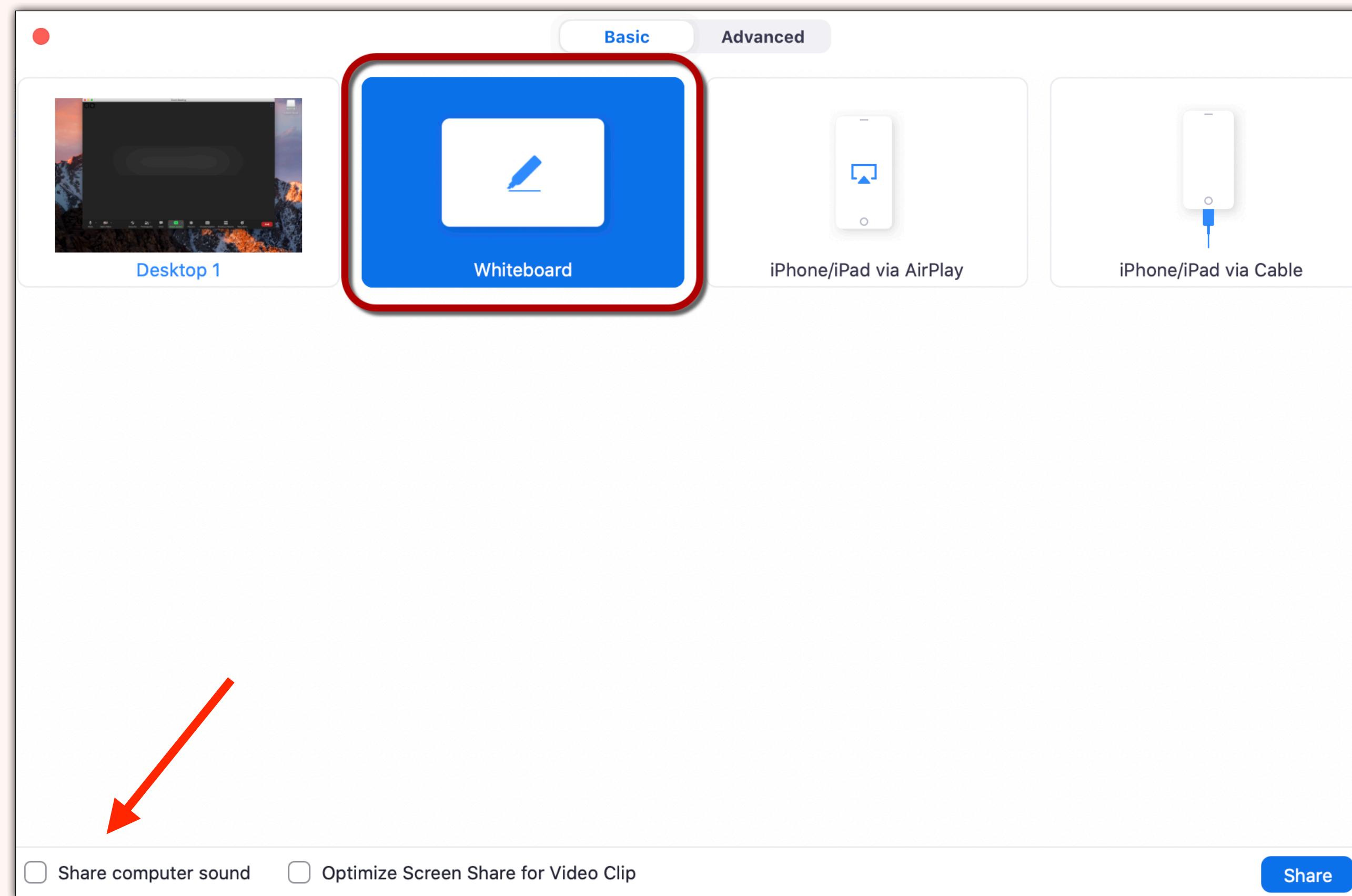
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# SHARING SLIDES

- **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



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# Q & A

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# 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**

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# CHAT

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# 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

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# 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](mailto:Conferences@mimh.edu)**

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# **VIRTUAL CONFERENCE ENVIRONMENT**

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