Zoom: Best Practices for Presenters
(One-Page Guide)

This guide will help you get the most out of your next Zoom event.

Thinking about hosting your next event over Zoom? Contact us for more information.

Prepare for the event

Set up your equipment

1. Download the Zoom Desktop application for your computer (*If you already have the app, ensure you are updated to the latest version*).
2. Decide whether you will use one monitor or two monitors (a good way to know if you need two monitors is if you are wishing to refer to notes in a slide when presenting).
3. Get a headset and microphone if possible, and always be conscious of reducing background noise wherever possible.
4. Try to practice in a rehearsal with the Zoom team in the same location that you will be presenting at during the event. This allows the Zoom team to test for real-world internet speed and video quality.
5. Close all unused apps on your computer. Apps like Chrome and Microsoft Word will take computer resources that are better used to improve your event experience.
6. Test your audio and video – Zoom team will help you test during event warm-up.
7. Review how to share your screen, and remember the process of sharing your screen in a meeting or webinar is identical.
8. Turn off notifications (email, instant messaging, and calls) prior to start.

Look your best

1. Lighting should come from in front of you or from the side, in order to best light your face. Lighting and good quality cameras will produce a better on-screen image.
2. Keep your background clear of distractions, think about a Virtual Background if your computer is able to run it.
3. Look at your webcam, not at the screen/presentation.
4. Use gestures and mannerisms that you would typically use in person.

Participate effectively

Make sure everyone can hear you

1. Use a microphone when you speak, and test audio if required.
2. Make sure the microphone is on before you speak, and mic is close enough to pick up your voice (no matter what location you are in).

Help your audience keep focus

1. Mute your microphone when not speaking or interacting in the event.
2. Avoid noisy activities (like typing or drinking) while microphone is on.
3. Ensure you have joined with enough time to practice on the day of your event - Zoom Support can provide the help you need.

Minimise distractions

1. Make sure your camera is on a steady surface – this will prevent shaking when typing on your keyboard or leaning on the desk.
2. Turn off your camera if you need to take care of business outside of the meeting (when someone in-person needs your attention). Turn the camera back on when you are present in the meeting again, or when prompted by Host/Zoom Support.

If you are the host...

1. Secure your Zoom meetings to prevent unwanted guests
2. Review your host controls and meeting settings ahead of time
3. Share housekeeping details with attendees (how to ask questions and interact in the event).
4. Let your audience know how they can get your attention during the event.
   - *Who will be monitoring event chat?*
   - *When should they unmute themselves to speak?*
5. Start the recording (or set up automatic recordings)
6. Upskill by attending our training and events pages
7. Visit this link for more virtual event resources.