Speaker Training for
IADR Webinar & CE On Demand

Joining Session Day of:

All speakers and moderators who were sent to IADR GHQ as involved in the Webinar, will be sent personalized zoom links to join the webinar.

Use this link on the day of the webinar to join 15 minutes before the scheduled webinar start time.

Be sure to use the link associated with your name, and not that of any co-speakers.

Upon joining, you will be brought into a "green room" to test equipment before going live to the public attendees.

If you do not have a link and should be joining as a speaker, moderator, or panelist, contact meetings@iadr.org.
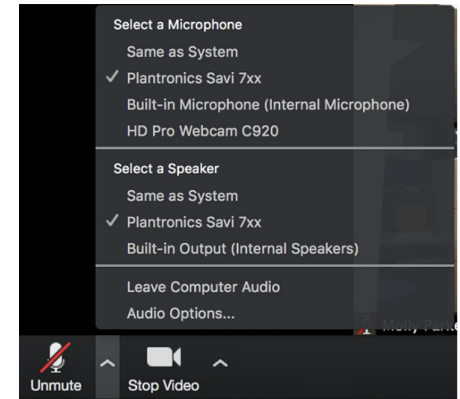
Practice using Zoom

Test Zoom on your Computer

- Visit https://zoom.us/test

- This will launch a zoom meeting where you can practice your audio, camera, and screen sharing

- We will be using the Zoom for the conference and the same general features you see here in your free account will work.
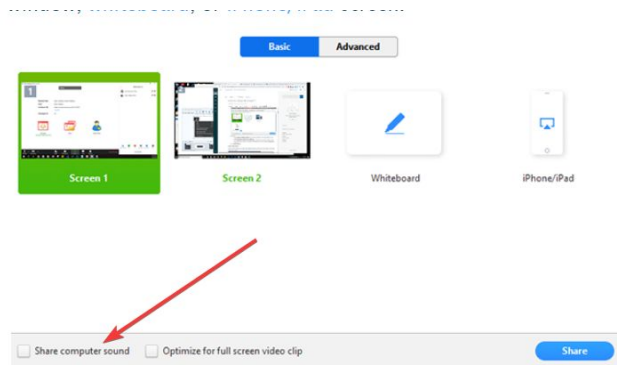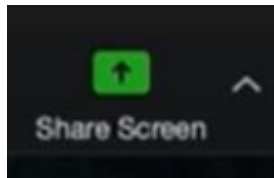
Test Your Audio

- A standalone microphone provides better quality than built-in computer mics.
- Microphone should be 6-12 inches from your mouth.
- If using headphone mic, ensure it is clipped to your shirt so it does not bump your shirt as you move.
- Visit **MicTests.com** to test your mic
- In Zoom you can select your Mic using the ^ next to the Unmute icon. If you Mic stops working, check another mic and back to your primary.
- NOT speaking? MUTE yourself.

Select a Microphone
Same as System
✓ Plantronics Savi 7xx
Built-in Microphone (Internal Microphone)
HD Pro Webcam C920

Select a Speaker
Same as System
✓ Plantronics Savi 7xx
Built-in Output (Internal Speakers)

Leave Computer Audio
Audio Options...

Unmute   Stop Video

Screen Sharing Best Practices

- Click **Share Screen** in the Zoom Control panel.

- You will see a list of screens, followed by all the individual applications you can share. If your presentation has some sound embedded, check **Share Computer Sound.**

- Do not click **Optimize full screen video clip**. This will compress your video and cause any text to be illegible to attendees.

Screen Sharing Best Practices

Before starting your session close any other windows / tabs. Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype).

You can share the screen with your camera on or off. Use **Start Video** and **Stop Video**. If attendees report your connection is bad, stop your video to conserve bandwidth and prioritize your slides.

Polls

Simple multiple choice polls can be setup in advance. If you would like to use polling in your presentation, contact IADR GHQ to set them up.
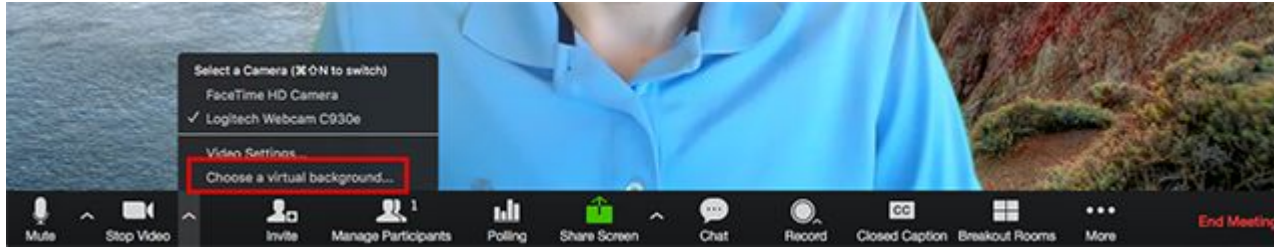
Backgrounds

- Try to avoid busy-looking backgrounds
- Remove any shapes that cut into your head/body
- Natural backgrounds work best for presentations. However, if you feel it's necessary to use a virtual background, do the following:
  - Test – some web cameras will not support virtual backgrounds
  - Maximize space between you and the background
  - Choose a background that contrasts with your hair and your clothing
  - Use a professional, simple virtual background

Set Your Virtual Background (if necessary)

- Click on the arrow next to **Start Video** and **Choose Virtual Background**

- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.
- Please check our conference website for the official virtual backgrounds for download.

Camera Views

- The host and co-hosts can control their own camera views.

- The host's camera view is what is set by default on the participants, but each participant can set their own camera view as well.

- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared

- To change the view find the Speaker Control Strip at the top right of the screen (only appears when there is more than one active camera)
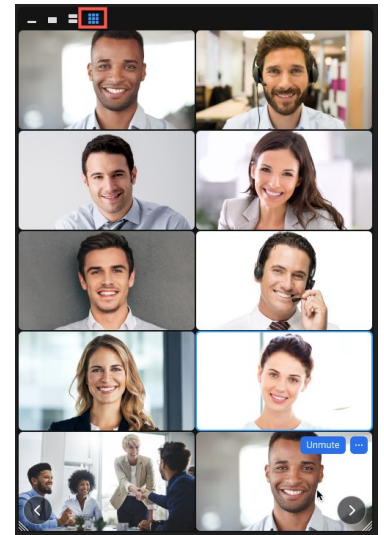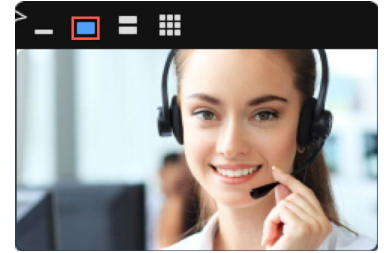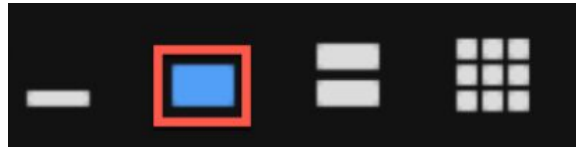
Chat Tool

- The chat feature can be used to communicate with attendees throughout the webinar.
- Hosts can select who to chat with, either all co-hosts, everyone or a specific attendee, and can also upload files.
- While questions and comments may come into this tool, IADR encourages all attendees to use the Q&A tool to submit questions.
- Note that attendees who join after a chat was sent do not see the previous chats.
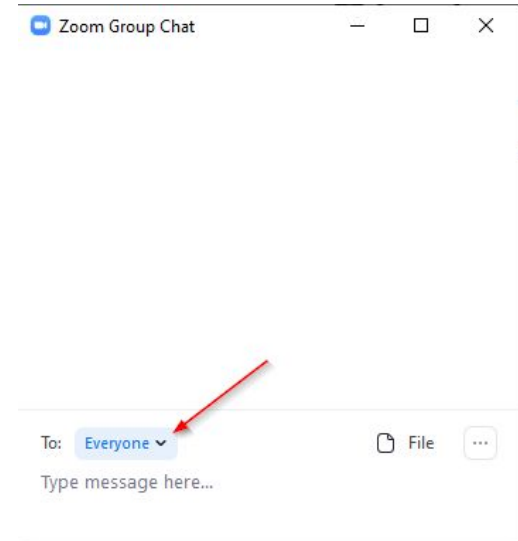
Webinar Q&A Tool

- Attendees are encouraged to ask questions through the Q&A tool.
- Questions sent in by attendees are visible to attendees and panelists.
- The session moderator will ask a question verbally of the speaker, IADR staff will then note it is being answered and move it to the answered tab after the question is completed.

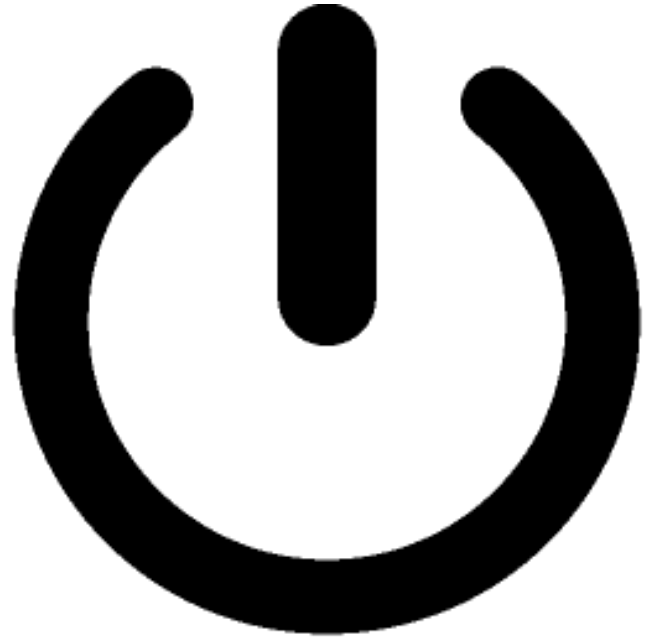Example panelist/speaker view:
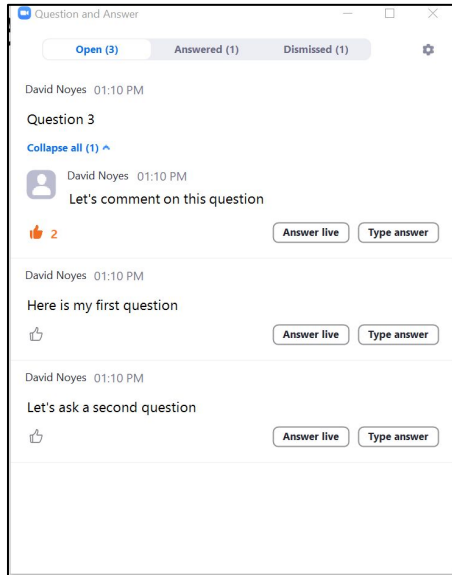
What Attendees See:
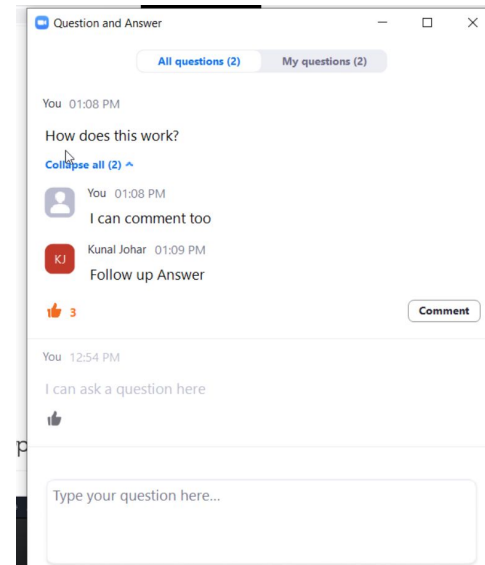
Important Tips

Prepare for Your Presentation

Computer

- **Restart your computer** before the webinar to ensure no updates or other programs are taking memory.

- **Close any programs** you are not using.

Power & Internet

- Connect to a power source
- Make sure your laptop/device is fully charged
- Make sure your wireless keyboard and mouse are fully charged
- If using wireless headphones, charge before session

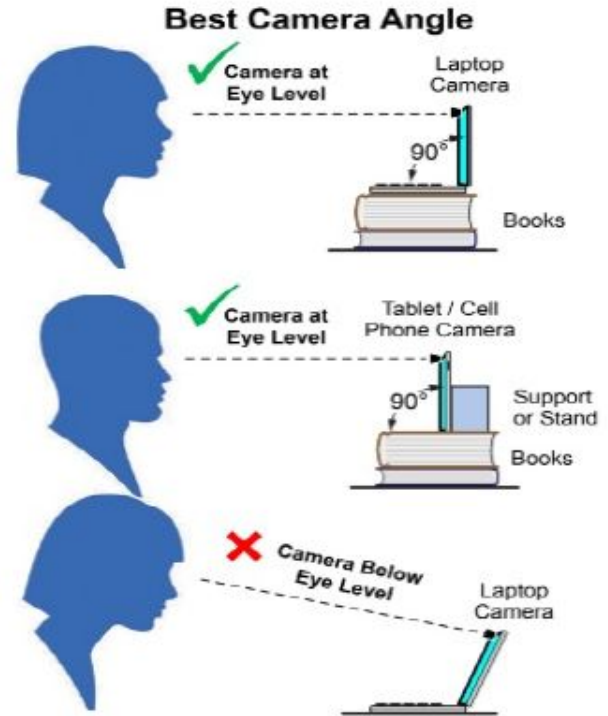- A stable, high quality internet connection is critical for Zoom. Ensure you are near your internet source.
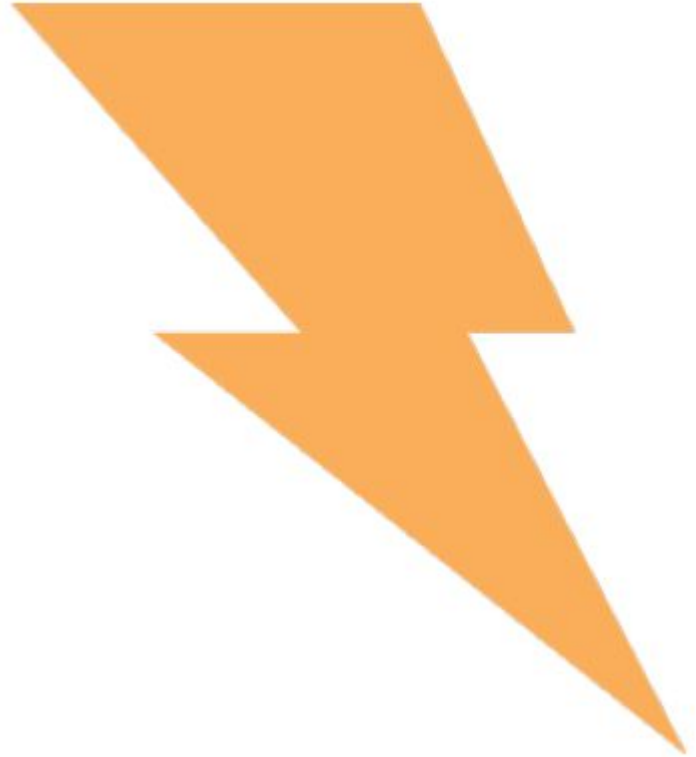
Position Yourself

- Stand up, if possible.
- If you prefer to sit, lean forward.
- Avoid slouching away from the camera.
- Wear solid-colored clothing, avoiding green.
- Try to limit the amount of room above your head.
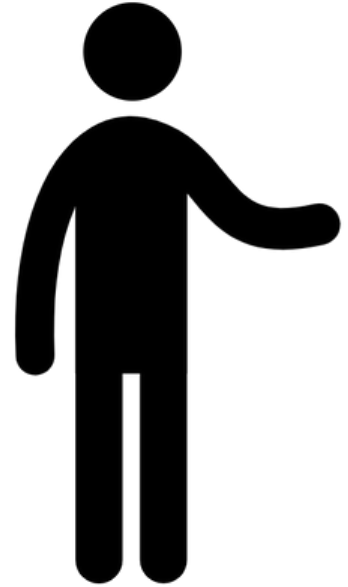
Placing Your Web Camera

- Your camera should be at eye level or slightly higher, within two feet of you for optimal framing.
- Place any notes near the camera so you are not looking down reading.

Best Camera Angle

✓ Camera at Eye Level — Laptop Camera — 90° — Books

✓ Camera at Eye Level — Tablet / Cell Phone Camera — 90° — Support or Stand — Books

✗ Camera Below Eye Level — Laptop Camera

Lighting

- Shoot in a well-lit area; if possible, find a location with access to diffuse natural light that you can control and positioned towards your face.
- Prevent yourself looking silhouetted – avoid bright lights or windows behind you.
- If using artificial lighting, placing lights on both sides of computer and directly above create a studio effect.
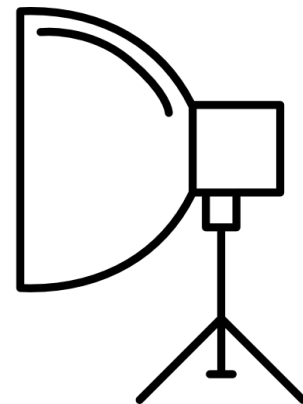
Preparing Your Presentation Slides

- Slides should be in 16:9 format
- Use a font size larger than 16 points.
- Use fonts with consistently thick lines.
- Members of your audience may be color blind. For graphs, avoid using red and green together. Blue/orange is a common colorblind-friendly palette. Blue/red or blue/brown can be used as a substitute.
- Use a high color contrast for text and background of slides (such as dark text on a light background).