

Step 1: Get Familiar with Your Platform

- Take a tutorial. View a self-help video on You Tube. Read a Manual. Understand the basics.
- Learn the controls: mute and unmute, camera on and off, screen share.
- Check your camera: Can you be seen? What is in your background?
- If you plan to use a video, learn how to share computer sound so participants will hear.
- If you feel adventurous, explore the other options available.

Step 2: Before Your Portion of the Zooming into Membership Event

- Select a co-host to monitor the chat box and jump in if you need help.
- Create bullets or a script and share with all presenters. Keep it fun, short, and simple.
- Create slides that are short on narrative and long on visuals and photos.
- Decide if how and when you will handle question (raise virtual hands, chat box, during or at end?).
- Decides who monitors the questions and comments that appear in the chat box.
- Decide who controls the slide deck, who will share a screen, etc.
- How will you engage participants? Build in activities, opportunities and sharing.

Step 3: Practice

- Practice your part of the presentation. Do trial run with a friend. Ask for feedback. Use the feedback.
- Think about the image you want to project. What are you wearing? How do you sound?
- Is your voice expressive? Consider recording and then viewing your practice session.
- Does the presentation flow? Is it too long or dragging in spots? You may want to change or vary speeds.
- Is your presentation engaging? Does it stay within your allotted time? Do not try to do too much.
- Do you plan to use polling or record your event? If so, practice using those features.

Step 4: During the Event

- Use the rest room, grab a drink, quiet the background noise, put up the “Do Not Disturb” sign.
- Arrive at least 15 minutes early to do a sound/light check and be sure your technology works.
- Rev up your energy, get ready to smile and be ready to be “on” from the very start.
- For the event, be sure to be ready to welcome early arrivals and start on time.
- There will be occasional mishaps or stumbles. Keep on smiling and keep on going.
- End the event with something fun and thank everyone who attended.