

ZOOMING INTO MEMBERSHIP



VIRTUAL EVENTS



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Zooming into Membership Basic Tips for Virtual Presenters

Step 1: Get Familiar with Your Platform

- **Take a tutorial:** View a walk-through video on YouTube. Read the manual. Understand the basics.
- **Learn the controls:** Experiment with the platform. Mute and unmute, camera on and off, screen share.
- **Check your camera:** Can you be seen? What is in your background? Adjust as necessary.
- If you plan to use a video during your event, learn how to share computer sound so participants will hear the video as it plays.
- 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 it with all of the presenters. Keep it fun, short and simple.
- Create slides that are short on narrative and long on visuals and photos.
- Decide how and when you will handle questions (raise virtual hands, chat box, during or at end?).
- Decides who will monitor the questions and comments that appear in the chat box.
- Decide who will control the slide deck, who will share their screen, etc.
- Consider how you will engage participants. Build in activities, opportunities and sharing.

Step 3: Practice Makes (Almost) Perfect

- 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? Are you talking too fast to be understood? 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: Be a Host with the Most

- **20 Minutes Prior to the Event:** Use the restroom, grab a drink, quiet the background noise, put up the “Do Not Disturb” sign.
- **15 Minutes Prior to the Event:** Arrive early to do a sound/light check and be sure your technology works.
- **5 Minutes Prior to the Event:** Rev up your energy, get ready to smile and be ready to be “on” from the very start. Be ready to welcome early arrivals.

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- **Start on Time:** Your time and your attendees' time is valuable.
- 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.