# ZOOM BEST PRACTICES FOR SPEAKERS

GENERAL AUDIO & WEBCAM GUIDANCE

All meeting participants will be MUTED with VIDEO STOPPED when entering the meeting room and are asked to keep MUTED with VIDEO STOPPED until Q&A/Breakout Sessions.
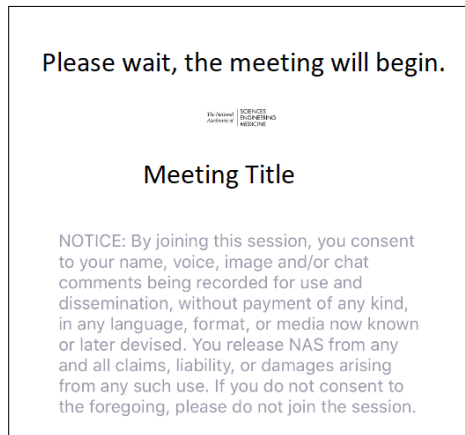
In Main Navigation (bottom console), participants are able to control their audio and webcam by clicking on the icons: Mute/Unmute their audio
Participants can Start/Stop their webcam video (during Q&A/Breakout Sessions);
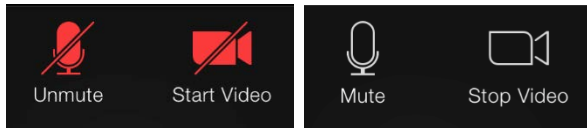
ZOOM WAITING ROOM

We ask that <u>Speakers</u> join the Zoom meeting <u>30 minutes prior</u> in order to set-up presenters as <u>*Co-Hosts*</u> and test audio/screenshare, etc. All participants will remain in the waiting room until we start the meeting. No participants will hear or view us set-up.

Please wait, the meeting will begin.

Meeting Title

NOTICE: By joining this session, you consent to your name, voice, image and/or chat comments being recorded for use and dissemination, without payment of any kind, in any language, format, or media now known or later devised. You release NAS from any and all claims, liability, or damages arising from any such use. If you do not consent to the foregoing, please do not join the session.

ZOOM WAITING ROOM – FOR <u>MODERATOR</u> TO ADD <u>PRESENTERS</u>

After being admitted, the **Host** will then select each presenter by hovering over their name and select **Make Co-Host** and they will be a presenter and able to screenshare their presentation**.**
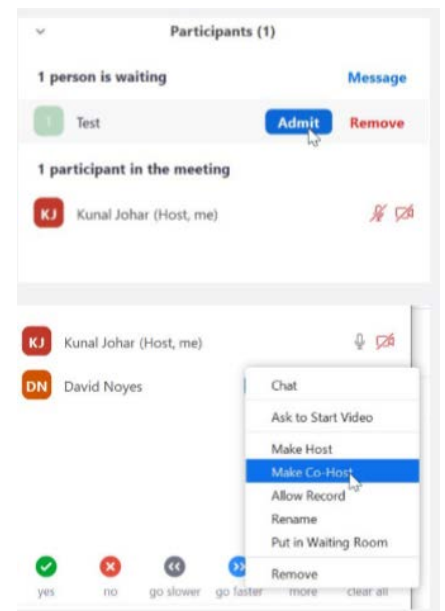
PRESENTER SCREEN SHARING THEIR POWERPOINT

Instructions for when it's time to share your PowerPoint.

The presenter should open their PowerPoint on their computer. Ensure that all other applications (especially Outlook or any other notification softwares) are closed.
In Main Navigation (bottom console), the presenter should:
(1) click "Share Screen" **If your presentation has sound, check ☐ "SHARE COMPUTER SOUND" before starting your presentation.**
(2) select the screen that displays PowerPoint
(3) click "Share"
(4) when done click "Stop Share"

Put the PowerPoint in FULL SCEEN SLIDE SHOW & click through the slide deck using the arrow buttons or the spacebar.
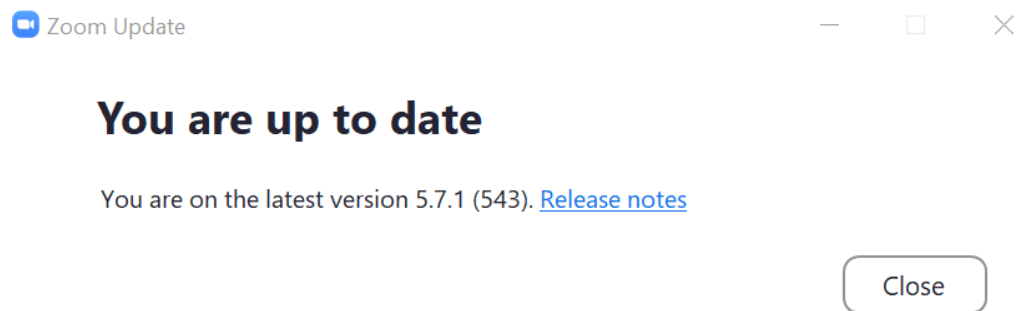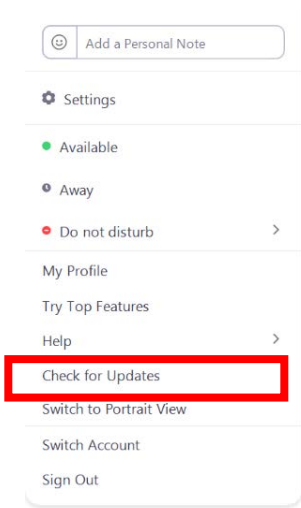
NEED HELP?

In the meeting room, Click on "Chat" then send a message to the appropriate TRB staff with your request.
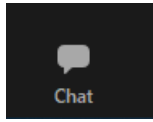
LASTLY!

Check for the most current updates. This is very important. All updates are not functional on all devices (i.e., web-based app; mobile phone; tablet).

Version 5.7.1 as of June 28, 2021

For Zoom help https://support.zoom.us/hc/en-us