



Virtual Presentation - Speaker Tips

The Citizen CPR Foundation Virtual Summit 2020 team is providing some simple presentation guidance & helpful tips for speakers and presenters. These tips will give you the confidence needed to present in an engaging way and ensure the best virtual experience for all.

All presenters must have Zoom installed on your computer.

Download the latest desktop version [HERE](#).

<p>LIGHTING</p> <ul style="list-style-type: none"> ● Have lighting in front of you to light your whole face ● Avoid having your back to a window ● If you wear glasses, move the light or camera until the glare is out of your eyes <p>VIDEO</p> <ul style="list-style-type: none"> ● Clean the lens by wiping the camera on your computer with a soft cloth ● Position your computer eye level by using an elevated stand or books ● If you use your hands a lot when you present, frame the shot to include your hands ● Wear clothes that contrast with your background 	<p>LOCATION</p> <ul style="list-style-type: none"> ● Choose a quiet space away from distractions and away from others ● Be cautious of distracting noises like piles of papers, drumming fingers, squeaky chairs, cell-phone alerts, etc. <p>POSTURE</p> <ul style="list-style-type: none"> ● Be sure to sit tall during your presentation and not slouch ● If you are more comfortable consider standing, just ensure your computer is still at eye level ● Try to minimize movement as it can be distracting to the viewer
<p>DAY-OF</p> <ul style="list-style-type: none"> ● Test your technology ● Mute all notifications, silence your cell-phone, and close other web browsers ● Sign into your zoom room <u>20 minutes before</u> your scheduled start time. Your calendar invitation will include the 20 minutes pre-session time. ● Ensure you have your correct start time (be mindful of time zones) - time zone will be activated in your calendar invitation. 	<p>ATTIRE</p> <ul style="list-style-type: none"> ● Stay away from shirts with pinstripes or small prints as they can look distorted on webcams ● Professional attire is suggested but not required ● Wear a similar outfit you wore for your pre-recorded session (pre-record only)