Speaker Training
& tips for presenting online
Roles - Host

**Host** start/stop Webinar, Play Video, support

**Panelists**

**Co-Host** ability to assist host with special rights (mute, unmute audience, control participants, share screen). This is the session chair

**Panelist** speakers can speak, share screen, use chat to get support.

**Participant**
Zoom Webinar: raise hand and Q&A
1) Plenary Lectures, Award Lectures, Tutorials
   a) Speakers will be doing live presentations
   b) Attendees will have Q/A access only

2) Workshops
   a) Hosts (ASMS Support), co-hosts (workshop persiders) and panelists curate Q/A, screen share presentations and other content, start and share polls.
   b) Attendees will have Q/A access and can be allowed to speak by Hosts and Co-Hosts as needed

3) Watch Party’s Q/A
   a) Hosts (ASMS Support) will share video to watch, Session Chair will curate Q/A together with Panelists and organize short Q/A for each one of the talks after watch party.
   b) Attendees will have Q/A access
● Schedule online at asms.org
● Join Workshop, Session, Lecture event 20 min before the event starts
● Live 5 min before the schedule meeting time
● STOP 5 min after the scheduled meeting time
Presenters use Computer

Attendees

Presenter
App Development - An overview of the process from kickoff to distribution

10:00AM-11:00AM
Tue Mar 03

Eric Converse
CTO
ATIV Software

Join Virtual Presentation

A fundamental understanding of the app development and configuration process will help you create a more valuable app for your attendees. In this session we will cover the following topics:
Join from email only on computer
Custom Link will only work for you

Two emails:
Timer reminder email from Ativ Software
Zoom email with meeting link

If you do not get your email
check spam folder

Support in session provided by dedicated
ASMS Support person
Timerlink in Email

Mammalian Trainee Symposium

Speaker: Hannah Grunwald

Title: Super-Mendelian inheritance mediated by CRISPR-Cas9 in the female mouse germline. Thu Apr 16 2020 3:45pm - 4:00pm (EDT)

starts in:
15m 20s

ends in:
3m 15s

Mammalian Trainee Symposium

Speaker: Candice Byers

Title: Divergence in KRAB zinc finger proteins is associated with pluripotency spectrum in mouse embryonic stem cells. Thu Apr 16 2020 3:00pm - 3:15pm (EDT)

Session Ended
Bandwidth

Most important: Upload Speed for
- Audio
- Video
- Screen sharing

Test your bandwidth now [https://fast.com](https://fast.com)

Minimum Download speed: 4+ Mbps
Minimum Upload speed: 2+ Mbps

Plug in: Use Ethernet cable connection
Use the microphone button to:

- Mute/unmute yourself
- Select a microphone source
- Select a speaker source

Use a headset to avoid any potential echo or ambient noise issues
Audio

Zoom Webinar

- Attendees are not able to speak at all by default.
- Hosts / Co-Hosts during workshops can allow people to talk if panelists and Session Chairs want to.
- Workshop Panelists and Speakers have audio but are muted upon entry
Camera Control

- Enable your device’s webcam
- Select a virtual background
- Pro tip: Select Touch Up My Appearance in Video Settings

Tip: use video to recreate the personal, face-to-face connection typically enjoyed at conferences
Camera Position

Camera at eye level to ‘look’ at your audience (not down or up)

- Laptop stand (e.g. Roost on Amazon)
- Books
- Boxes

Sit a bit further away from your screen than normally, ideally so your arms can be seen and you can use gestures.

Look at the camera to look at your audience.
Camera Direction

Don’t have the camera face a bright light source

Ensure your face is well lit
Background
Virtual Background

Video > Choose a Virtual Background

Alternatively apply a virtual background (avoid distracting motion backgrounds)

Best virtual backgrounds

https://www.techrepublic.com/article/the-best-virtual-backgrounds-to-use-on-zoom-for-your-next-business-meeting/
Click the green arrow to share your screen including presentations, abstracts, and even videos.

Only hosts, co-hosts, or panelists are allowed to share.
The right View

Make sure you are in slide show view and not presenter view

Make sure to share the screen with the slide show view
To share a video with audio, click the **Share computer sound** box in the lower-left corner of the screen sharing selection window.

Workshop people may want to share videos.

This will be done for you in the watch parties.
Chat Control

Chat used for:

Communicate with support

Communicate with other panelists

Send communication to all attendees (1-way)
Q & A

Attendee View

Welcome
Feel free to ask the host and panelists questions

Type your question here...

Host/Panelist View

My Test User 01:18 AM
What is the largest m/z ion that you looked at in your experiments?

Answer live  Type answer

Host/Panelist View

My Test User 01:38 AM
What is the largest m/z ion that you looked at in your experiments?

Collapse all (3) +

You 01:29 AM
2200 m/z

Type answer
Polls created and edited by ASMS Support

Co-Hosts can start poll, share poll results, and stop sharing polling results
Common Technical Problems

Trouble with your webcam, microphone, or audio not working?

- Check to make sure the microphone/video/speaker buttons are toggled
- Close other applications that may be using your microphone, camera, or speakers
- Review Zoom’s Troubleshooting tips for additional solutions

Flickr | Pedro Simoes
Getting Help

Technical Help available during meeting:
Chat with ASMS Support directly in meeting

Helpful Links:
Avoid Deadly Sins of Online Presentations
Not Knowing the Tech

- Practice with the technology in advance
  https://zoom.us/test
- Know the features
Presentation Tips

Keeping Your Door Open

No, Tinker, out!

Flickr | Richard & Deana Bernard
Presentation Tips

Displaying Notifications

Close all other running applications on your computer

Turn off all notifications (on your computer, look for Notification Center or a Do not disturb option)

How to set Do Not Disturb on Mac
Presentation Tips

Exceeding Your Time

Stick to your allotted time

Webinars and Meetings will automatically end on time
Meeting Panelist Checklist

● Before Meeting
  ○ Check your internet speed (https://fast.com) - Report to your ASMS_Support in meeting test
  ○ Check that Zoom application is installed and working (https://zoom.us/test)
  ○ Check that you can enter presentation mode of your slide deck

● 20 Min before Meeting
  ○ Join session from email link
  ○ Report your bandwidth to ASMS_Support
  ○ Check audio, screen share, and slides
  ○ Mute yourself

● Session chair OR Workshop presider
  ○ Open Timer email/link and watch it during meeting
Have a great conference!
Thank you to:
ASMS Digital Communications Committee
ASMS Staff
ASMS Board
Other Volunteers