

Presenter Guide using ZOOM

- Live Streaming is a live presentation with the speaker dialling in via zoom
- The speaker's PPT presentation will take up the majority of the screen, with a small insert of the speaker in one corner

Camera position

Your camera should be at eye level. You want a straight on face shot (not looking up your nose!). Remember to remain central to the camera shot, and look at the camera when talking to the audience.



Lighting



Your webcam will need good lighting to make you look your best. **Avoid bright light behind you, including windows.** If you have a portable lamp, we suggest you place it behind your camera, and where it best lights your face evenly. It might not be directly at you, but reflected off a wall in front of you for example. Natural light is almost always better than artificial light. Make sure the light source is in front of you, not behind you, so you don't get accidentally silhouetted.

Setting up your Screen

- Choose **Side-by-side mode** from **View Options** dropdown.
- Choose **Gallery View** so you can see all presenters and alert messages from the AV tech. You can use the slider between the small camera feeds and the large feed to resize them.
- Open **Chat**, this may be on the main bar, in the **More...** dropdown depends on exact mode Zoom is running.
- If you are sharing your presentation from your device, click **Share Screen** and select the appropriate **Screen**.
- When you are sharing your screen, you can give others remote control if need be.
- If the AV Tech is hosting the presentation, you can **Request Remote Control** from **View Options** dropdown.
- Keep yourself in the centre of your camera shot as much as possible. We use a narrower shot than the camera captures.

If you need assistance with any of this, please email donna@w4u.co.nz and we'll help you as soon as we can.