



A Quick Guide to Presenting Live via Zoom

The [Faculty Tips](#) section of our [website](#) offers a wealth of suggestions for effective presentations generally. This document contains information specific to appearing remotely via Zoom.

Device requirements:

1. **We assume you have access to a device with a camera and microphone.** If not, please notify us immediately. (You will need to participate by phone only.)
2. **Reliable internet** is of vital importance when delivering a remote presentation. If a hardwired connection is not feasible, select a location with consistently strong wi-fi.
3. At the time of your presentation, please make sure your device is **connected to power and running only the programs/applications necessary for your presentation.**
4. You do not need a Zoom subscription to participate. We can invite you to join our Zoom meeting for your presentation. [Zoom's Help Center article on joining a meeting](#) is a valuable resource for those new to Zoom.

Video, audio, and procedural tips:

1. **Think of your professional brand.** That means considering what can be seen behind you, intentionality regarding lighting and audio, and attention to how your face is positioned in the camera frame (think the “rule of thirds” with your eyes positioned in the top third of the frame). *[This item is used with permission from, and thanks to, Turpin Communications.]*
2. **Lighting:** Shade natural light (which is unpredictable) in all areas of the environment from which you will deliver your presentation. Avoid backlighting of any kind. Use a non-natural light source, placed behind the camera and at roughly the same height as your upper body and head (not overhead), to achieve balance between you and your background.
3. **Audio:** Present in a quiet, distraction-free environment. Mute mobile phones and close device programs and applications not needed for the presentation. Consider using a headset or USB microphone if you find your device’s integrated microphone lacking. (Even basic hands-free mobile phone earbuds/mics can be better than nothing.)
4. **You will be able to screen share a PowerPoint presentation** or anything else on your device. We will cover this in your pretest, including how to share and best procedural practices for multiple presenters/slideshows. Because dynamic slide transitions and other slideshow animations can negatively impact audio/video stability in Zoom, we recommend against their use.

General tips for delivering excellent presentations:

1. For remote presentations, **“Work as hard as you do face-to-face.”** In other words, even when you are appearing virtually, pay attention to your **vocal energy, facial expression, posture, and gestures.** *[This “face-to-face” comparison, provided by Turpin Communications, is a great way of thinking about virtual presentations.]*
2. **Be enthusiastic!** If you aren’t excited about your topic, your audience won’t be either. If you apologize about the presentation’s format, you will lose your viewers’ confidence.
3. **Meet expectations.** Make sure you re-read your session title and description and deliver on what has been promised.
4. **Explain your presentation.** At the outset, tell your audience what you are going to present and what useful takeaways you’ll give them (key points of law, special practice tips, or any other very helpful information).
5. **Always give practical suggestions.**
6. **End your session on time with precision.** If your presentation has been allotted 60 minutes, then please plan to present 60 minutes of content, wrapping up the presentation smoothly.

For moderators and panelists:

In addition to the tips above, please also take five minutes to review this [nine-point checklist](#) for delivering successful panel presentations.