



# RELIGIOUS RESEARCH ASSOCIATION

The intersection of research and application

## SSSR+RRA 2021 VIRTUAL PRESENTER TIPS

### CHECK YOUR CONNECTION

- Put your router in a free space. (ie. on your desk, on an open shelf, and not behind anything)
- Tighten all wire connections.
- Go wired from your computer to your router.
- If using WI-FI, use 5GHz if possible.
- Setup 5ft-8ft from the router for the best Wi-Fi connection and [check your internet speed](#).
- Ensure your computer is compatible with Zoom. Check system requirements [HERE](#).
- Close out all other Apps on your laptop.
- Turn off all other internet using devices in your household.

### WHAT TO DO DURING THE CONFERENCE

- Ensure your Wi-Fi Connection is secure. All wires are to be tightened and make sure you have a strong connection. Check your internet speed [HERE](#).
- Login to the Zoom room, **15 minutes before** the session and connect with the Session Convener and/or Room Host.\*\* Zoom information is available in the program circulated by EO.
- When the session starts, you will be introduced by the Session Convener or Room Host. Remember not to waste time repeating your paper title.
- **Presentations should be no longer than 15-18 minutes**, unless there are 5 presenters (keep presentations to 10-12 minutes). All sessions should allot at least 15 minutes for Q&A.
- Do **NOT** go over your allotted time. Either your Session Convener or Room Host will send you time updates in the Panelist Chat.
- When sharing your screen, remember to select sound/video buttons if your presentations include these.

## PRESENTING TIPS

- Presenters may use PowerPoint. **YOU DO NOT NEED TO SEND YOUR PRESENTATION IN ADVANCE.** You will share your screen during your presentation. Here are a few recommendations:
  - Use a high-contrast color scheme (black and white).
  - Use large fonts and avoid decorative fillers.
  - Use standard slide transitions (i.e., no animation).
  - Keep information displayed on each slide to a minimum.
  - All videos shown should be captioned. Free captioning software is available online
- Choose a quiet place away from any distractions and outside noises.
- Inform others you will be live streaming to avoid interruptions.
- HELPFUL TIP: Stand up during your presentation as if you were presenting on stage.
- Welcome your audience to give a personal feel.
- Avoid a lot of movement.
- Keep your eyes on the camera, not the screen.
- Wear solid colored clothing. Navy or jewel toned colors look best on camera.
- Use computer audio for your main connection, but dial in on phone audio as a backup. Remember to mute yourself!
- If using slides, share your presentation with your session chair or tech team in case you lose connection.
- Don't draw attention to technical glitches.
- PRACTICE, PRACTICE, PRACTICE.

## IT'S ALL IN THE DETAILS

- Avoid having your back to the window and if possible, have the light facing you from the front, covering your whole face.
- If wearing glasses, move light or screen to avoid a glare in your eyes.
- Turn down the brightness on your monitor to reduce glare.
- Try for your best mic setup. Best option is wireless phone headset, then wired earphones, webcam mic, and lastly your laptop mic.
- Position your camera at eye level.
- Clean your camera lens.
- If you need to show something, make sure your hands are in frame.
- Have a professional background (clean space) or use a virtual background.

**\*\*Room Host** is with SD Meetings and Events. If no convener has been assigned to the session, the Room Host will act as Session Convener (i.e., introduce session and papers and keep time).