

For Your nPOD Annual Meeting Zoom Webinar Presentation

Before the Meeting

- Join the webinar 30 minutes prior to the meeting start time. Do this by clicking on the link that you received in the Zoom Invitation email. This will allow you to enter the practice session and the webinar as a Panelist. nPOD staff will confirm your role and assign the designated roles as needed. nPOD support staff can assist you with any questions you may have before and during the webinar.
- Before joining the meeting close all unnecessary applications so all processing power can be used to maximize the quality of your Zoom experience. In addition, turn off all sound notifications (on your computer/ cell phone/ tablet, etc.) to avoid any audio or visual disruptions.
- Pay attention to the lighting in the room. Too much light behind you will make you appear a dark figure. To counteract back lighting make sure you have a good source of light in front of you.
- Test your microphone and computer audio prior to the meeting. If you are using a headset with a built-in microphone be sure to test this well in advance of the meeting. Be conscious of any external noise close to your microphone such as your hair or rustling papers.

Things to Keep in Mind

- Rehearse screen sharing and test your audio and video.
- Choose an uncluttered location inside, quiet and free from interruptions.
- When possible, connect with a hard line ethernet cable to obtain the fastest and most stable connection or ensure you have a strong and secure Wifi connection. Make sure no one in your location is using a lot of bandwidth.

- If possible, practice presenting with a friend in a Zoom meeting through a free Zoom account.
- Use a professional virtual background with your organization's logo (nPOD will provide background to use for your presentation).
- If you are using an external monitor be sure you are very confident screen sharing your presentation/application through this monitor before you present live.
- Look into your camera! Even if you need to look at your notes on a separate screen or a piece of paper, just as if you were at the podium your audience is still out there and looking for your eye contact and engagement
- Think about your actions on camera. Remember that everyone can see and hear you at all times when your microphone is unmuted and your camera is on.
- Have a glass of water nearby.

Resource & Help with Zoom Webinar

- How to [join nPOD Annual Meeting](#) Webinar
- Know and understand [your role "panelist"](#)
- Getting [ready for your presentation](#)
- Detail [guide to for your Zoom Webinar Experience](#)