Presenter Guide for Hybrid Presentation Delivery

Introduction

SIDLIT Hybrid presentations combine in-person and virtual audiences, offering flexibility and accessibility. This manual provides guidelines on how to deliver engaging and effective hybrid presentations using Zoom.

What to Expect

1. A moderator will email you the week before the conference to discuss your presentation needs such as polls, how you want to handle questions, etc. You will have the option to meet for a test run.
2. The Zoom link for your session is found in Sched. The moderator will switch you to be a co-host.
3. The moderator will begin the Zoom meeting 15 minutes before the session. The Zoom meeting will be projected in the classroom if you are presenting virtually.
4. The moderator will share a slide deck with your session title and the sponsor information. You will switch to sharing your screen after their introduction.
5. The moderator will assist with monitoring the chat and helping with any break-out rooms or polling when you are ready to use them.
6. The moderator will share a session closing slide with information on how attendees can give you feedback.

Best Practices for Engaging a Hybrid Audience

1. **Plan for Dual Audiences:**
   o **Understand Their Needs**: Survey attendees in advance to identify preferences, time zones, and accessibility requirements.
   o **Tailor the Agenda**: Design an agenda that works for both groups, incorporating breaks for remote participants and networking opportunities for in-person attendees.
   o **Create a Unified Experience**: Use tools like live polls or Q&A sessions to bridge the gap between those on-site and those online.
2. **Leverage the Right Technology:**
   o **High-Quality Audio and Video**: Ensure microphones, cameras, and streaming platforms provide crystal-clear audio and visuals for virtual participants.

- o **Interactive Platforms**: Consider solutions like virtual whiteboards, breakout rooms, or integrated chat functions.
- o **Robust Bandwidth**: Prioritize internet speed to avoid disruptions during the event.

3. **Design for Engagement:**
   - o **Moderators for Both Audiences**: Assign a dedicated moderator to monitor virtual interactions and ensure those voices are heard.
   - o **Interactive Elements**: Incorporate interactive elements such as polls, quizzes, and live Q&A sessions to keep both audiences engaged.

Interactive Tools in Zoom

1. **Polling:**
   - o Create single or multiple choice polling questions to gather responses from attendees during the meeting.
   - o **How to Use**: Go to the Zoom toolbar, click on "Polls," and create your questions. Launch the poll during the meeting and share results with participants[4].
2. **Breakout Rooms:**
   - o Divide virtual participants into smaller groups for discussions or activities. This feature is useful for workshops and collaborative sessions.
   - o **How to Use**: Click on "Breakout Rooms" in the Zoom toolbar, assign participants to rooms, and start the breakout sessions. You can move between rooms to facilitate discussions[4].
3. **Whiteboard:**
   - o Use the whiteboard feature to share a virtual whiteboard that virtual participants can annotate on.
   - o **How to Use**: Click on "Share Screen," select "Whiteboard," and use the annotation tools to draw, type, or highlight[5]. You can enable or disable participant annotations as needed[6].
4. **Annotation Tools:**
   - o Enable annotation tools for participants to mark up shared screens, enhancing collaboration.
   - o **How to Use**: Click on "Annotate" in the Zoom toolbar while sharing your screen. Participants can use tools like text, draw, stamp, and spotlight[7].
5. **Virtual Backgrounds:**
   - o Use virtual backgrounds to maintain a professional appearance and minimize distractions.
   - o **How to Use**: Go to "Settings," select "Virtual Background," and choose or upload an image[4].

Setting Up the Presentation

1. **Equipment:**
   - **Microphones and Speakers**: Choose a microphone and speaker that can capture and deliver sound from all directions and connect via Bluetooth[7]. A microphone headset is recommended for the best sound quality.
   - **Secondary Camera**: A secondary camera will be used in the physical room to show the people in the room. The moderator will take care of setting this up.
   - **Internet Connection**: Ensure your internet connection is fast and stable[7].
2. **Before the Presentation:**
   - **Test Equipment**: Configure and test the microphone, speaker, and camera settings in Zoom[8]. Your moderator will help with this.

Troubleshooting Tips

1. **Test Runs:**
   - Conduct multiple test runs using the same device and Zoom account you plan to use for the actual meeting.
2. **Backup Plans:**
   - Have access to another Zoom account in case the original account locks you out.
3. **Equipment Checks:**
   - Ensure all equipment is compatible and have all necessary cords.
   - Ensure the headset is charged if it is wireless.
   - Keep your computer updated and connected to a power source.
4. **Internet Connection:**
   - Maintain a strong internet connection to avoid disruptions.
5. **Monitoring:**
   - The moderator will monitor the chat and Q&A features to ensure virtual attendees feel included.

By following these guidelines, you can deliver an effective and engaging hybrid presentation using Zoom. Good luck with your presentation! If you have any questions or need further assistance, feel free to ask.

References

[1] https://www.youtube.com/watch?v=o1QMBE0YaL0&t=92s

[2] https://www.youtube.com/watch?v=o1QMBE0YaL0&t=154s

[3] https://www.youtube.com/embed/o1QMBE0YaL0

[4] Leveraging Zoom Tools to Facilitate Engagement

[5] Getting started with Zoom Whiteboard

[6] How to use the Whiteboard in Zoom

[7] How To Make A PDF Interactive On Zoom | Distance Learning Teacher Tips

[8] How to Use Whiteboard in Zoom | Tutorial for Beginners | Hacks, Tricks & Tips

[9] https://www.youtube.com/watch?v=o1QMBE0YaL0&t=443s