



Tips for Zoom presenters

z.umn.edu/ZoomPresenterTips

Your meeting host will share a meeting link with you. For planning purposes, you might ask which Zoom platform will be used: *Zoom Meeting* or *Zoom Webinar*.

[Comparison of Zoom meetings and webinar features](#)

Before your session

Zoom setup

1. Please [install Zoom](#) or [update Zoom](#) in advance
2. **Recommended:** use a webcam and **headset/earbuds**. **Audio** is the **most important** part of a webinar. Using a headset/earbuds provides the **best quality**. [Join a test meeting](#) to ensure your connection, microphone and video are working properly

Setting up your space:

- Make sure you are in a well-lit area. Light in front of you, not behind you.
- Put your camera at face level (use a stand, or stack of books if you are using a laptop camera), relatively close to you
- If you look directly at your camera while speaking, your attendees will feel much more included in the conversation.

Planning your session

Presenters should meet with the host and webinar producer ahead of time. Use this time to go over the session outline, determine platform (webinar/meeting), discuss in-meeting tools that will be used, activities, engagement and roles during the meeting.

Leverage tools in Zoom to build engagement such as [screen sharing](#), [annotation](#), [polling](#), [chat](#), [non-verbal feedback](#), [breakout rooms](#), and more. Zoom tools will depend on which platform you are using (webinar or meeting).

Encourage a discussion-based presentation: Ask questions that lead to discussion of topics of interest. Hearing multiple voices and their questions and comments brought into the presentation will help keep attendees engaged.

Interact within the first few minutes: Treat it as you would an in person presentation. Drive engagement and interest by getting participants to interact with you early and often. Plan an opener activity while participants are joining the session.

Use frequent and varied interaction: Consider interacting at regular intervals. Five-minute intervals (give or take) is a good marker. Vary the tools such as polling, or consider asking them to type in a response to a question or comment using chat. Hand raising and yes/no quick polling is also a quick and easy way for attendees to interact.

Waste no time getting into your content: Providing a lengthy pitch at the beginning of your presentation encourages a lack of engagement. Provide a brief introduction to your session and dive right into the content. Content is what they are there to hear. If your content is compelling, they will stay with you to the end.

Slide deck: Avoid cluttering your slides with too much text. Aim for no more than 20 words per slide. Use 4-5 bullet points with 4-5 words each. Create "one idea/one slide" and include relevant images and graphics to make your slides more engaging. Use whitespace effectively to make your slides look clean and uncluttered. Font sizes should be: Titles 36-44 pts; Headings 28-32 pts; Body 24-28 pts.

Resources:

[Improve your Virtual Presentation Skills](#) (video)

Day of the session

Join the meeting early: Use the link provided by your session host about 10-30 minutes prior to the start time to get yourself and the host prepared with a tech check and last minute presentation details. Enable your camera and microphone and verbally greet participants as they join

Provide housekeeping: The host or producer should provide a brief housekeeping at the start of the session to explain how participants should ask questions or interact with you/others.

How to screen share a PowerPoint presentation:

- [Zoom support instructions](#)
- [Present like a pro! Sharing a presentation in Zoom](#)
- [Co-presenting in Zoom](#)

Make eye contact: Look at your webcam instead of your screen. This will give the effect of eye contact and visual engagement. Use the gestures and mannerisms that you would typically use in person. If you are viewing the participant videos, try moving that to just below your webcam to make this easier.