

Speaker Training

& tips for presenting online





Your Internet speed is

57 Mbps



Latency

Unloaded

20 ms

Loaded

171 ms

Upload

Speed

16 Mbps

Most important: Upload Speed for

- Audio
- Video
- Screen sharing

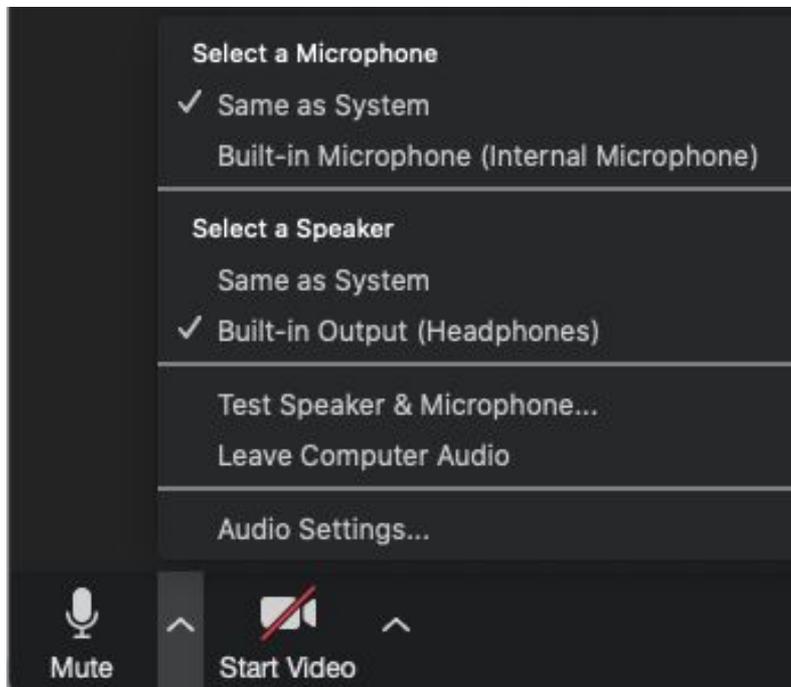
Test your bandwidth now <https://fast.com>

Minimum Download speed: 4+ Mbps

Minimum Upload speed: 2+ Mbps

Plug in: Use Ethernet cable connection

Microphone

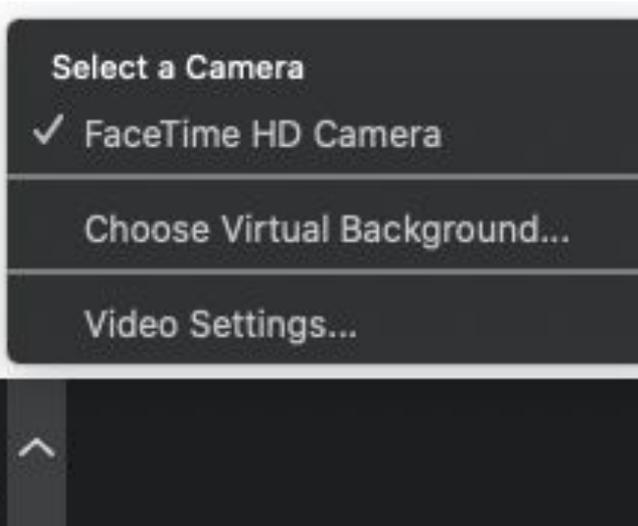


Use the microphone button to:

- Mute/unmute yourself
- Select a microphone source
- Select a speaker source

Use a headset to avoid any potential echo or ambient noise issues

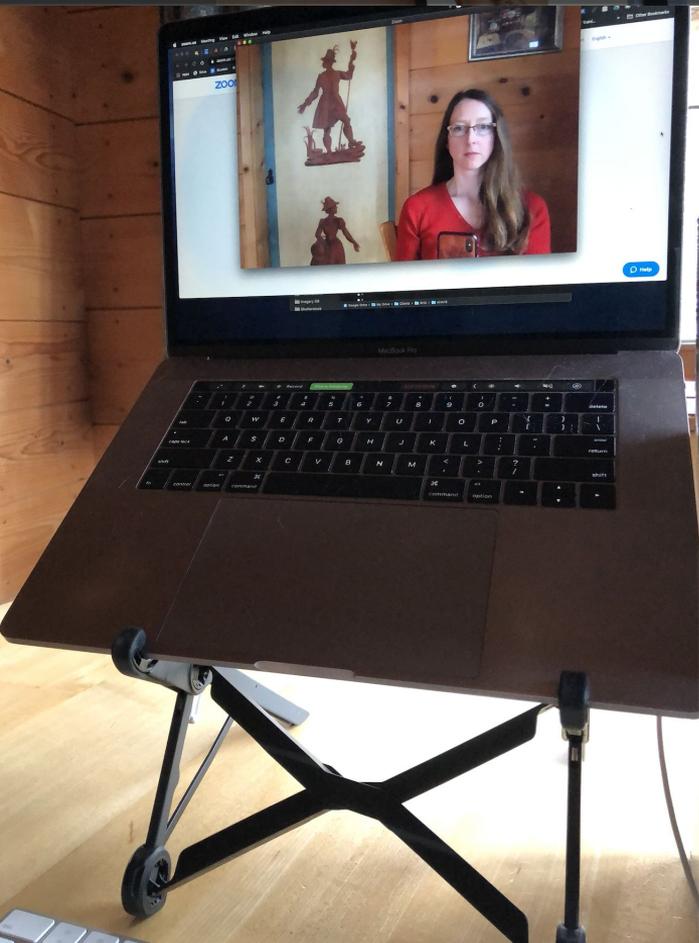
Camera Control



- Enable your device's webcam
- Select a virtual background
- Pro tip: Select **Touch Up My Appearance** in **Video Settings**

Tip: use video to recreate the personal, face-to-face connection typically enjoyed at conferences

Camera Position



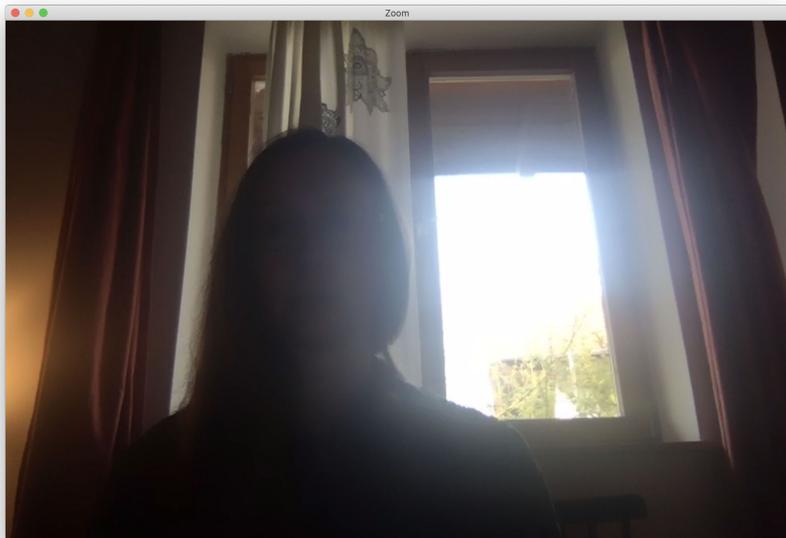
Camera at eye level to 'look' at your audience
(not down or up)

- Laptop stand (e.g. Roost on Amazon)
- Books
- Boxes

Sit a bit further away from your screen than normally, ideally so your arms can be seen and you can use gestures.

Look at the camera to look at your audience.

Camera Direction



Don't have the camera face a bright light source

Ensure your face is well lit

Background

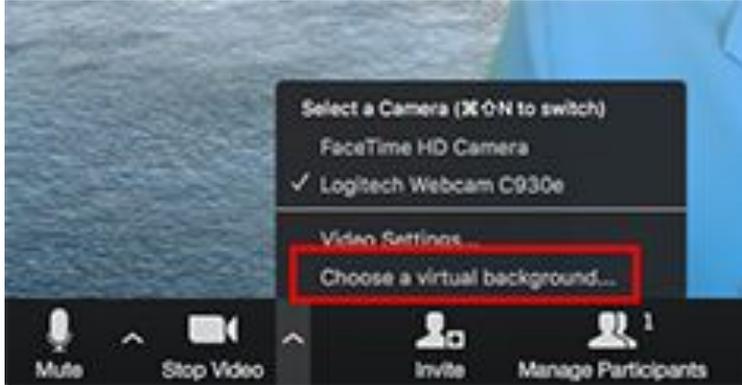


Flickr | Karen Green



Flickr | Fairfax Home

Virtual Background



Video > Choose a Virtual Background

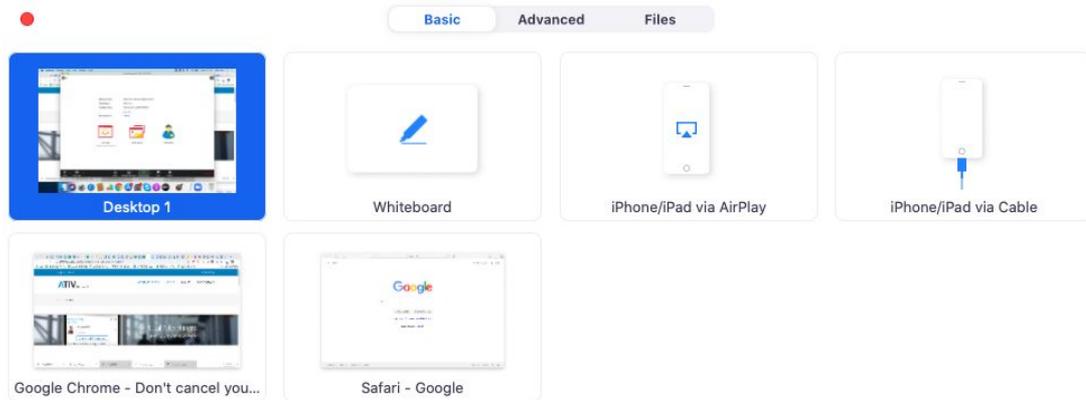
Alternatively apply a virtual background (avoid distracting motion backgrounds)

Your organizer may provide you with a specific background image to use

[Best virtual backgrounds](https://www.techrepublic.com/article/the-best-virtual-backgrounds-to-use-on-zoom-for-your-next-business-meeting/)

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Playing Videos while Sharing

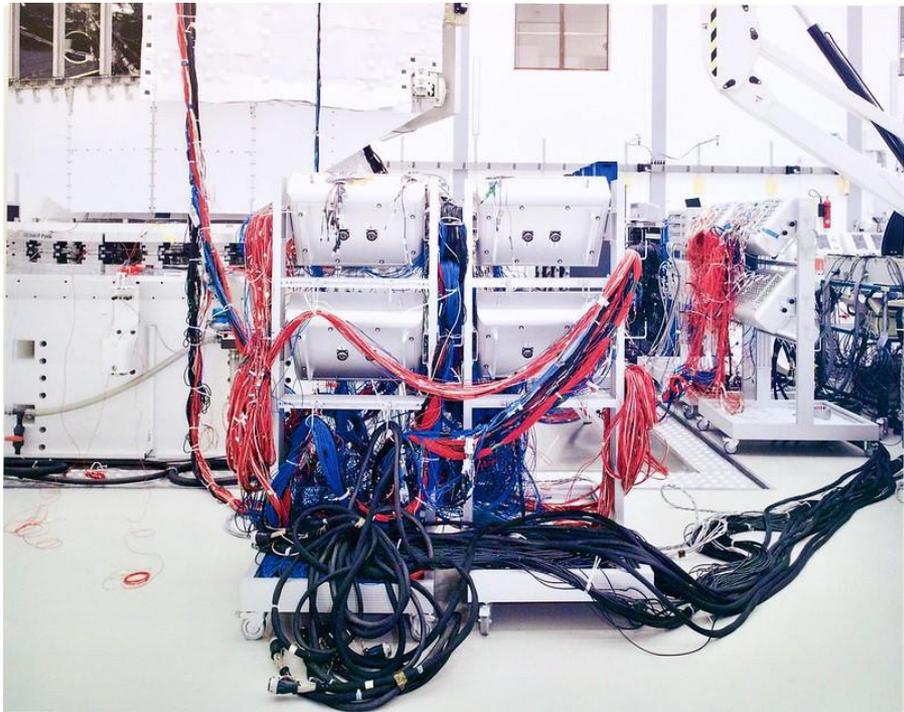


To share a video with audio, click the **Share computer sound** box in the lower-left corner of the screen sharing selection window

Share computer sound Optimize Screen Share for Video Clip

Share

Common Technical Problems



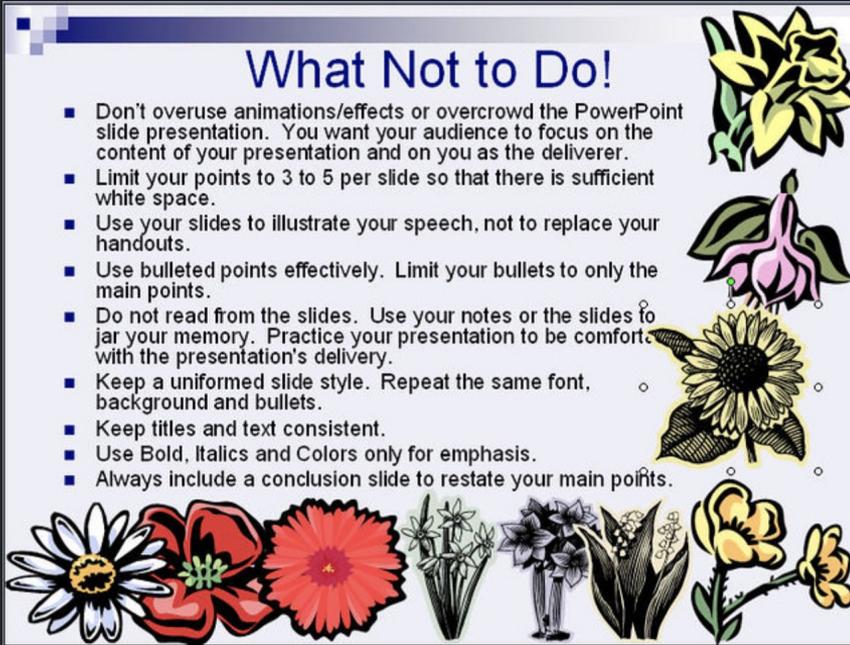
Trouble with your webcam, microphone, or audio not working?

- Check to make sure the microphone/video/speaker buttons are toggled
- Close other applications that may be using your microphone, camera, or speakers
- Review Zoom's [Troubleshooting](#) tips for additional solutions

Avoid Deadly Sins of Online Presentations

What Not to Do!

- Don't overuse animations/effects or overcrowd the PowerPoint slide presentation. You want your audience to focus on the content of your presentation and on you as the deliverer.
- Limit your points to 3 to 5 per slide so that there is sufficient white space.
- Use your slides to illustrate your speech, not to replace your handouts.
- Use bulleted points effectively. Limit your bullets to only the main points.
- Do not read from the slides. Use your notes or the slides to jar your memory. Practice your presentation to be comfortable with the presentation's delivery.
- Keep a uniformed slide style. Repeat the same font, background and bullets.
- Keep titles and text consistent.
- Use Bold, Italics and Colors only for emphasis.
- Always include a conclusion slide to restate your main points.



Reading Your Slides

- Either speak freely or act out your script - your voice creates engagement
- *Try it: Record yourself giving your presentation and then listen to it - that's what your audience is going to experience*

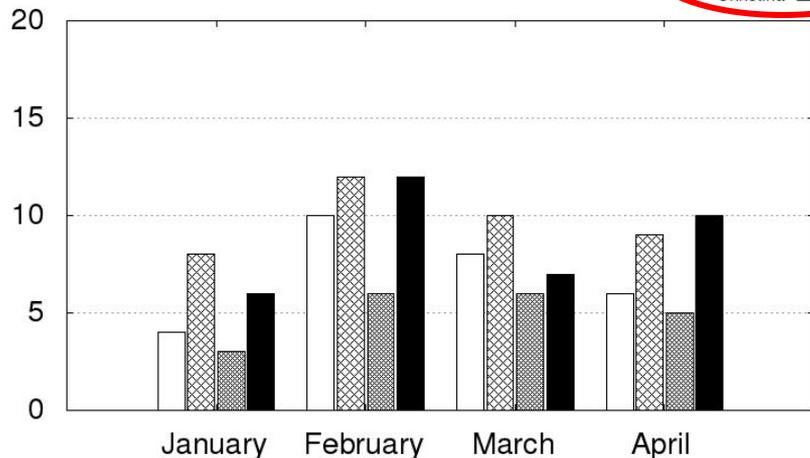


Being Too Slow on Slides

- Max 1 min per slide to avoid losing attention span
- Pick up the pace
- Spread content over more slides
- Graphics instead of text

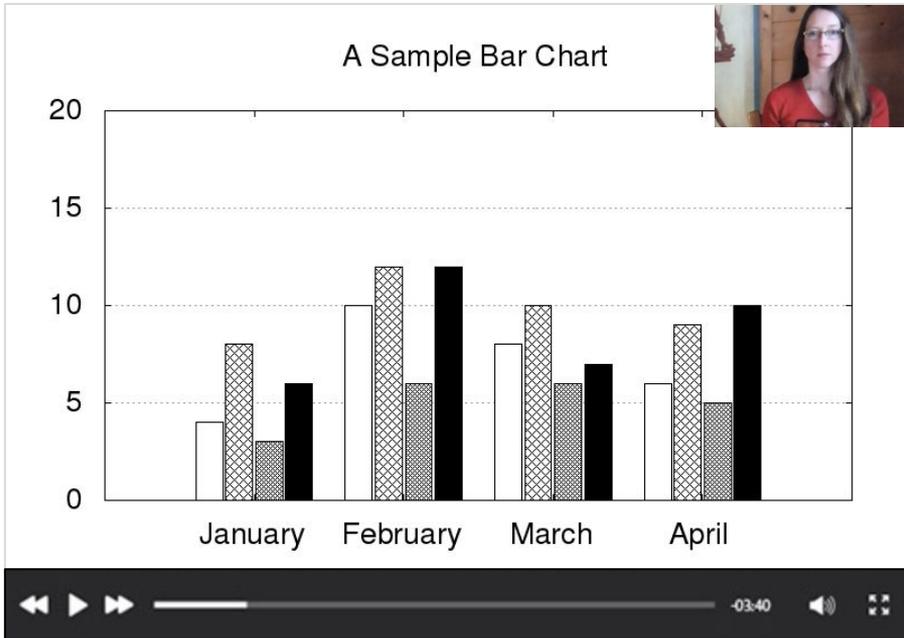
A Sample Bar Chart

Dan
Sophia
Jody
Christina



Filling Top Right Corner

- Zoom **recordings** always display the active speaker video in the top right corner (even if moved during the live session), which covers your slide content



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Choose your plan

Gain access to Unlimited Events

Live Chat Leads

\$ 250/month
\$5/conversation
Cancel Anytime.

- ⊖ Leverage the power of FB Messenger to start conversations with new prospects, daily.
- ⊖ Engage with leads in real-time.
- ⊖ 50 Conversations minimum guaranteed per month.

Subscribe →

New Breed Agent Consulting

\$ 1000/month
Cancel Anytime.

- ⊖ Synthesize multiple bodies of work including \$20k worth of FB Ads experience for 0 unique consulting experience.
- ⊖ 10 Follower Growth Strategies, FB Leads, Content Creation, Brand Awareness, CRM's, Funnels.
- ⊖ Uniquely attract your ideal clients by doing what "works" for you, not what everyone else is doing.
- ⊖ 4 1 hour consulting sessions per month, weekly accountability, and unlimited messaging support.

Subscribe →

Motivated Sellers

\$ 1100/month
+\$1000 Ad Spend/month,
3 months minimum.

- ⊖ The cream always rises to the top. Find the hottest sellers on the market.
- ⊖ Stop chasing down sellers and let them come to you by letting us qualify them with some questions.
- ⊖ 15-20 Seller Lead Submissions Per Month.

Subscribe →

The Holy Grail

\$ 3000/month
+\$3000 Ad Spend/month,
6 months minimum.

- ⊖ Become unstoppable by creating a fully automated economic machine.
- ⊖ Fully Automate your client acquisition, automated client follow up, automated calendar booking machine, built to last.
- ⊖ Weekly Coaching/Accountability with content creation, brand awareness.
- ⊖ CRM Text Automation, CRM Email Automation Call Recording, 60+ Appointments Sales Funnel Buildout.

Subscribe →

Using Small Fonts

- Impossible to read for participants on mobile devices
- Recommended font sizes 18+
- *Try it: PDF your presentation and pull up the PDF on your phone - can you read the text?*



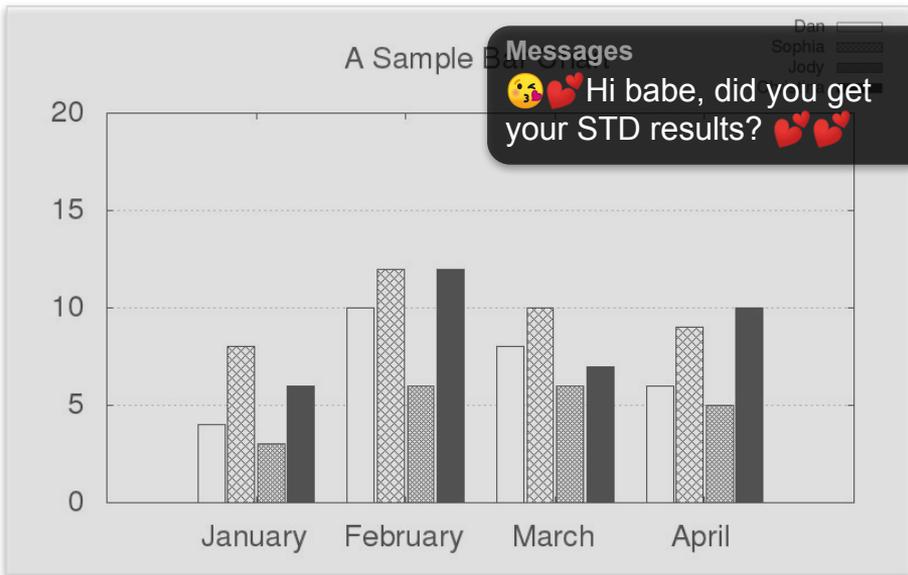
Not Knowing the Tech

- Practice with the technology in advance
<https://zoom.us/test>
- Know the features



Keeping Your Door Open

No, Tinker, out!



Displaying Notifications

Close all other running applications on your computer

Turn off all notifications (on your computer, look for Notification Center or a Do not disturb option)

[How to set Do Not Disturb on Mac](#)

Exceeding Your Time

Stick to your allotted time

Webinars and Meetings must end on time

