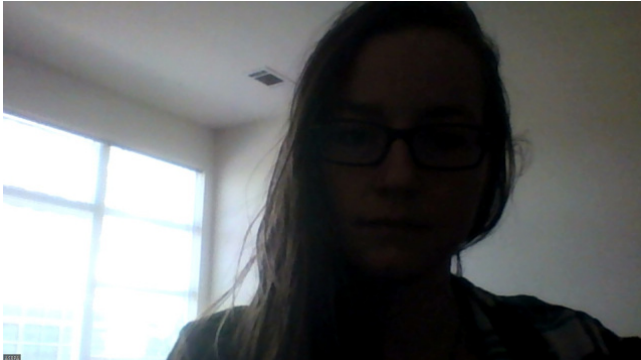




ASBPA 2020 National Coastal Conference

2020 VISION FOR OUR COASTS: Navigating Stormy Times

Zoom Tips and Tricks for Presenting



Example of a bad background.



Example of good background and making eye contact.

- **Find a good background**

Find a neutral background where the light is bright but not coming from behind you.

- **Treat it like in-person**

Test your presentation; get there early; make "eye contact" with the audience by looking into your camera.

- **Be aware of notifications**

Sounds coming from your computer may be necessary for running a presentation with video embedded. However, other chimes for email will be played too. Consider logging out of or silencing notifications from applications on your computer.

Example of Slide With Too Much Text

- This is hard to read and comprehend while listening so be important highlights you are going to use.
- I may be able to read this for later, but will lose my focus and place in your speaking.
- Use visualizations to highlight your longer comments by using keywords which you will be speaking about than stringing out long sentences of information.
- Bullet points are your friend. Full sentences are not.
- Could this information be in a graphic or picture format while you explain?
- Is there a link to a paper or website with the raw data you could offer more on?
- Virtual conferences offer many more ways to share your information than in slides.

- **Less is more**

Presentations will be viewed on multiple devices and recorded for review at later times. Keep slides free of lengthy text to facilitate on time presentations and multiple formats.