



2021 Coastal Summit

Wading Into New Waters

Online
March 23-25 2021

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, uncluttered 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 and pop-ups from your programs 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.

- **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.

Example of Slide With Too Much Text

- This is hard to read and comprehend while listening to the important highlights you are going to give today.
- I may be able to read this for later, but I'll lose my face and place in your speaking.
- It's much better to highlight your larger comments by giving key words which you'll be speaking about than writing out long sentences of information.
- Bullet points are your friend. Full sentences are not.
- Could this information be in a graph or picture format while you explain?
- Is there a link to a paper or website with the raw data you could offer to read?
- What references or for many more ways to share your information than in slides.

asbpa

American Shore & Beach Preservation Association
Advocating for healthy coastlines