

- The staff member or a volunteer will introduce you and your session, then hand it off to you
- **You will share your screen and advance your own slides**
 - If you have multiple presenters, determine ahead of time who will be sharing their screen and advancing the slides
 - If you have included a video with sound, when you share your screen make sure to select “share computer sound” (lower left corner)

Your Presentation Slides

- Use the [PowerPoint template](#) for this event
- Submit a digital copy of your presentation by **Monday, June 14th**
 - [Upload directly to MISBO](#) or email to lindsaycuppia@misbo.com
- Google slides or Prezi? – convert to PowerPoint!
- If you have videos, EMBED them - do not plan to run from the internet (your system will already be using your bandwidth for Zoom)

Using Zoom

- **Internet:** Use hardwired connection if possible, rather than Wi-Fi
- **Microphone:** Use an external mic instead of a built-in laptop mic if possible, for optimal quality
- **Webcam:** Position to be slightly above eye level and directly in front of you; create a clean background
- **Lighting:** Use a room with ample natural light, and make sure lights are above or in front of you, not behind you
- **Dress:** Business casual; best to wear solid colors on video
- Remove distractions for yourself and others: close tabs, silence phone and reminders, etc.

Tips for Engaging Your Audience

- 7-3-7 model: Try to have about 7 minutes of content followed by 3 minutes of engagement and repeat. The more engagement you have the better!
- Ask questions of the group and ask them to respond in the chat
- Polls
 - Speaker must provide questions and multiple-choice answers ahead of time
 - MISBO staff will create poll questions before conference and have them ready for the session
 - MISBO staff or Speaker can launch polls and share results during session
- Breakout rooms
 - Before the conference, Speaker chooses how many rooms OR about how many participants should be in each room
 - You can choose to name the rooms (or leave them unnamed)
 - Participants can be randomly sorted into breakout rooms OR you can allow them to choose their own room