



Roundtable Presenters' Guide: Technical Questions

Thank you for presenting at NORDP 2021, April 26 – May 14! We understand you want to make your roundtable as engaging as possible, and this guide will walk you through the more “technical” questions you may have about presenting so that you can plan appropriately.

Technical Requirements

The following list describes the equipment you'll need to present effectively. None of it is unusual so you should be fine, but a quick check to ensure you have the following items available will help make your experience less stressful.

- Desktop or laptop computer with at least:
 - Mac: Mac OSX 10.7 or later
 - Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
 - Ubuntu: 12.04 or later
 - Linux: Red Hat Enterprise Linux 6.4 or higher

While it is "possible" to present from a tablet or mobile phone, it is not recommended. However, testing this as a backup option after your links are provided to you is advised.

- Processor / RAM
 - Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)
- Browser
 - Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+
 - Mac: Chrome 30+ or Firefox 27+
 - Linux: Chrome 30+, Firefox 27+
- Bandwidth
 - 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
 - Hint: Use speedtest.net to test
- Hardware
 - Webcam
 - The microphone and speakers that come built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings.
 - A second monitor is recommended, but not required

Zoom Guidance for the NORDP Accounts

The roundtable presentations will be held on NORDP Zoom accounts and it is anticipated that you will both provide technical support and moderation for your session. If you desire a tech host to assist you, please contact administrator@nordp.org and we'll assign one to your group.

If you do not require a tech host, you will be sent the login information to begin your session prior to your roundtable.

NORDP recommends installing the Zoom software directly on your computer for best results. This is free software and you can download "Zoom Client for Meetings" here: zoom.us/download

All roundtables will be held in a "Meeting" format and attendance is limited to 25 people. NORDP requests that you login to the Zoom platform, and be ready to host your roundtable 20 minutes prior to its start time to troubleshoot any technical issues and finalize any last minute arrangement among presenters.

As a general rule, you will have the chat and Q&A functionality you've become accustomed to having on Zoom during your session. You'll also have the ability to share your screen(s), utilize external software (e.g. PollEverywhere, and whiteboards) and share links.

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through **System Preferences > Security & Privacy > Privacy > Screen Recording**. Check the option for zoom.us. For more information, see <https://support.zoom.us/hc/en-us/articles/360016688031>



Breakout Rooms

Breakout rooms in the NORDP platform will be randomly assigned and will need to be executed during your presentation. Because registration for the roundtable sessions is not held within Zoom, pre-assignment of attendees to breakout rooms prior to the start of your session is not possible.

Consequently, if your plans include "guided" breakouts during your session, it will take several minutes during your presentation for you, or a tech host, to set them up.

Planning around this requirement will be advantageous. One option may be to provide a shared "conversation guide" via an external link (e.g. a website URL) for your breakout attendees to utilize as they meet. Alternatively, you might provide conversation guides within your handouts for attendees to access.

Files/Formats

If you will be utilizing a volunteer tech host, staff will need copies of any materials you plan to use (e.g. PPT, PDF) by April 21. This is to ensure that your tech host has a copy of your materials in advance to support your program.

What Will I Experience in the NORDP Zoom Platform?

As a speaker/presenter, we'll ask you to login to your "room" 20 minutes before the start of your session. You'll be in a "green room" and unseen to attendees at that time.

Approximately one minute before the scheduled start of your presentation, you or the technical host of will click the "Start Broadcast" button. Note that only the person designated as the "Host" will have access to the "Start Broadcast" button... this can be someone on your team, or again, someone you've asked us to assign to help you.

The NORDP Zoom accounts are protected by a "waiting room" security feature. This means that you will need to "admit" participants to your session as they arrive. To do this, click on the "participants" tab in the Zoom menu; you will see a list of those waiting and can admit them using the "admit" option next to their name.

Once admitted, attendees will be able to see and hear you. You may wish to screenshare a slide indicating that you will be starting soon or greet your audience and let them know that you will be starting soon. Feel free to engage in some small talk with the audience before the meeting starts to add a personal touch.

Note: since it may take a minute or so for all the attendees to "join" the webinar, you may wish to wait to begin the presentation until you see the participant count level off.

Other Tips and Best Practices

- **Presentation:**
 - **Content:** Since there may be an international audience, be mindful of the time zones and language differences. Don't use slang or jargon as your audience may not interpret it the same way.
 - **Slides:** To keep the audience engaged, for every 20-45 seconds, you will need to either present a new slide or highlight something on the existing slide. Use pictures and minimal text (3-5 words per slide | large font and high color contrast). Less is more – focus on the "Must-know".
 - **Delivery:** look directly into the camera as often as possible to make eye contact with your audience. Speak with conviction, at a moderate rate, vary your pace and add pauses as appropriate. IE: Pause after bringing up a key point or a new slide – this gives you a moment to think and allows the audience to process the information. Don't rush through your presentation. When you are "listening", look directly into the camera or it will look like you are not paying attention.
 - **Audience interaction:** Create opportunities to engage your audience – ask viewers to submit questions in the comments / chat tool. Practice, Practice, Practice
 - **Be Natural**
- **Attire:**
 - Wear solid colors: jewel tones, navy suits (better than black / gray)
 - Avoid stripes or bold patterns
- **Set your camera at eye level:** Often, this means propping up a laptop. You want your head and shoulders to take up the majority of the frame. Ideally, the top of your head will touch the top of the frame and the camera will be capturing you straight-on or looking slightly down on you.

- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you**, as this may create a "witness protection program" effect. Some presenters find that a ring light (about \$30) adds a more professional quality to their screen capture.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. NORDP will provide a background for you to use, but remember, keep it simple! You are the star, not yourbackground.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from virtual school or Xbox gaming.
- **Silence interruptions:** Mute your phone and exit any programs that might popup notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- **Q&A:** Practice how you will handle questions. Keep responses short and to the point. Have a few questions to suggest and answer yourself to get the audience to participate. Remember there is a 3-10 second lag time so don't be afraid of silence.
- **End of Presentation:** Remember to say good-bye and thank everyone for attending.

Questions: Please reach out to administrator@nordp.org for additional assistance. We're looking forward to making your NORDP2021 roundtable session exceed your expectations.