

CFILC's Ability Tools Conference 2022

Online Presenter Guide – Zoom

Friday, April 22, 2022

9:00AM – 4:30 PDT

#DisabilityClimATe

Presenters are invited and encouraged to attend the entire conference. Below are a list of tips and requests for presenters.

Zoom Presentation Reminders:

- Select a **quiet space** for your presentation.
- **Silence** your cell phone.
- Wear **solid colors or basic patterns** while presenting on Zoom.
 - We suggest top colors other than pure black, pure white, or green, to offset the background color.
- We have enclosed a **conference button** and encourage all presenters to visibly wear it during their presentation.
 - Attach your button to the top left of your chest, near or above the heart.
- Please use your **laptop or desktop** to present, no tablets or cell phones.
- We encourage that you download and use the **Zoom conference backgrounds** that we created. Zoom Backgrounds can be found on the #CenteringCommUnity Conference Series website, under the “Freebies” tab: <https://cfilc.org/virtualconference/freebies/>. If you are unable to use the background, we ask that you present in front of a plain colored wall.
- Please use the provided **USB microphone** during your presentation, (refer to page 2 and 3).
- Please use the provided **USB ring light** to light up the area in which you present from.
- **Check your internet connection.** Use a reliable, high-speed internet connection to ensure a smooth Zoom presentation.

- **Test audio and video.** Please check to ensure your camera and microphone are working properly by testing it before your presentation. Tests can be done on the Zoom app by clicking on **Settings → Audio** or **Settings → Video**.
- **As a reminder, please ensure your laptop is plugged in to power while presenting.**
- **Adjust your camera level.** Make sure your audience is looking at your face instead of the top of your head. Decide whether you want to sit or stand during your presentation and adjust the webcam so it's at eye level.
- Close all other open applications and windows on your computer while presenting. *Notifications and sounds can interrupt your recording and distract you. You can also use the "Do Not Disturb" mode on MacOS or "Focus Assist" on Windows 10 to mute notifications.*

While Presenting:

- Keep mic muted when not speaking.
- Speak slowly and clearly (we will be captioning and recording your presentation).
- Look at the camera when presenting.
- If you are using a prompt, place your prompt up near your camera so that you are facing the camera (audience) while speaking.

Presentation Accessibility & Materials:

- *Please keep accessibility in mind when putting together materials.*
- If you are using slides during your presentation please use plain backgrounds, preferably white with black font, and focus each slide on one point or idea. Don't stuff too many bullet points or text into each slide.
- Center your text in case the edges of the slides are cut off for some of the participants.
- Avoid using small curvy fonts that may require participants to strain their eyes.
- Use charts, graphs, and illustrations to break up the presentation and make it easier for attendees to interpret your data.
- If you use charts or any other type of graphic on your slides, please be sure to describe them for attendees who may have low vision or are blind.

Ring Light with Tripod Stand Instructions

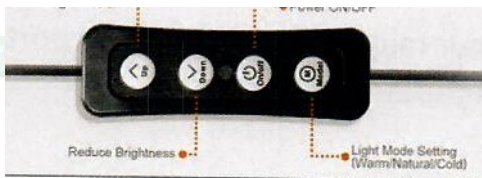


- Your Ring Light with Tripod Stand is powered by the USB slot on your laptop/desktop, or by charging in advance with a USB adaptor.
- It has three light modes (warm, natural, cool) and 11 levels of brightness.



How to Use

- Screw your Ring Light into its Tripod.
- Place your Ring Light directly behind the camera of your computer.
- Try to sit no more than 18 inches from your camera with your head and upper chest in full frame.
- Adjust your RingLight using the 360-degree ball joint with a lock screw.
- Adjust lighting modes and brightness using the control panel to look your best.



Lavalier Microphone



Your lavalier microphone clips on your clothing and is powered by USB to capture your voice.

How to Use

- Attach the clip to your microphone.
- Clip the microphone on your shirt near your mouth.
- Plug your microphone into a USB port on your computer.