



ESRF User Meeting 2022

Speaker Instructions



There are some key items to know before speaking live at an event. This document will review important items to watch for, steps for logging in the day of the event, and our recommended best practices.

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Before the event

Keep an eye out for an email from Zoom. This will contain **YOUR unique URL** to login to your session room. Please do not share this with others. Zoom will also send out a reminder email that contains the link 1 hour before your session start time.

Tip: Block off this time in your calendar and save the URL link there. This way you have an organized place where you can quickly access it.

Day of the event

Login to your session **30** minutes early! Please be early to your session. This is a key component to your session's success. Our host will be there waiting to greet you. They will talk through starting the session with you, test your system, and make sure you are comfortable for the session start time.

How to connect to your session:

There are two ways you can connect to your session on the day of the event:

1. Use your **unique speaker Zoom URL** received by e-mail 3 days and also 1 hour before the event
2. Use the **Run of Show** on the User Meeting event platform:
 - a. Connect to the User Meeting event platform using the link to Forj you received by e-mail
 - b. Click on Run of Show in the menu at the top of the page. Here you will see all the sessions you will participate to as a speaker
 - c. Click on **"Start Session"** under the session you wish to connect to

The typical session flow is as follows: Introduction by the host or your moderator, presentation(s), Q&A, and an Outro (usually includes next steps for the attendees). Your event team member will give you a countdown and hit the broadcast button to open the session to all attendees (at this time the session will begin to record automatically).

Tip: If you have any questions throughout the session your event team member will be there in the background to support you. Use the chat to connect with them.

Tech Check an Hour Before Your Presentation

- Make sure you have the latest Zoom update installed.
- Are your audio and video working well?
- Is your background (real or virtual) neutral, appropriate and clear?
- Is your lighting behind or above you bright enough? (Avoid lights behind you.)
- Have you turned off computer notifications and unnecessary tabs and applications?
- Is your computer positioned so you are centered in the camera at eye level?

Prepare in advance

Your environment and tools during the session is extremely important for a successful presentation. Below are our tips for a successful session:

- Choose a quiet environment without distractions or interruption
- A combination of natural and artificial lighting works well
- Make sure the lighting is not behind you to avoid casting dark light over your face
- Create a test meeting and check both your sound and your lighting and positioning for the camera.
- Also test your earbuds or headset at the same time
- Have your camera on. Being real is great. People like to connect with people!
- Have a hardwired internet connection and, wherever possible, try not to use your cell phone
- Be conscious of your background—avoid movement behind you as it is distracting
- Turn off your phone and close all other windows during your presentation
- For Q&A, ask a question during the presentation and encourage viewers to answer and engage in the chat for peer-to-peer conversation
- Print out the phone in/access numbers (in case of any emergency tech issues)

Be Presentation Ready

- Be sure you practiced your presentation at least twice, including sharing screens.
- Keep slides simple, uncluttered, with font 18+ pt; less is more! Keep the top right hand corner clear - this is where your picture will reside in the session recording.
- Have your document open and ready to share; keep a list of urls to drop in the chat one by one (eg. links to videos, docs on a cloud, websites, email).
- Have a timer visible and some water nearby.
- Sit up straight or stand to project your voice; breathe deeply 3 times before starting.
- If your virtual background is strong, use natural body movements when speaking.
- Look into the camera to make eye contact and remember to smile.

Engage Your Audience!

Be creative and interact with your audience through:

- Your personality, stories, humour, eye contact and smiling
- A short/simple virtual game, icebreaker or energizer
- Music, video, or a looping picture slideshow running while people are entering the room

In both Webinar or Meeting formats you can use:

- Chat, raise hand or reaction - ask questions for them to answer
- Share links or have them work on shared document where they can see real time data
- Polls - assess their situations, test their knowledge, or get their opinion
- Question and answer periods at the end; have 1-2 seed questions ready to get started

In a **webinar format only**: attendees can submit questions through the Q&A function.

In a **meeting room only**: all participants can turn on video and unmute throughout the session. Breakout rooms can be used to split attendees into smaller groups to brainstorm, discuss, or play a game.