



Fast facts for presenters

Let's get you on the fast track!

Prepare

Setting up your at-home live-streaming or recording space is important first step to giving an exceptional presentation.

Your at-home space

Find a quiet and distraction free place within your home for your presentation. Lighting is important – choose a space that is bright and has a natural source of light (if possible). Also, keep in mind that a cluttered background can be a distraction for attendees and can take away from your presentation.

Your at-home tech

Ensuring a strong internet connection is key! If you can, connect your computer to an Ethernet cable, or choose a spot that is close to your modem. Use a microphone headset for your presentation to eliminate background noise and increase your voice clarity. You can test your audio connection here: <https://zoom.us/test>

Practice

Just like you would for an in-person presentation, it is important to practice your presentation before logging in to Zoom for your live session or pre-recording. Be animated and engaging, mind your pace, and keep a glass of water nearby.

Present

The moment you've been waiting for – show time!

Record and submit (if applicable)

If you're recoding your presentation, find more tips and best practices from this [document](#). Connect with your association to receive your direct upload link to the Federation server. Once you've submitted your video, sit back, relax and wait for Congress 2021 to begin!

Present live (if applicable)

If you're presenting live, be sure to enter your Zoom room **15 minutes prior to your session start time**. Take a deep breath, pace yourself, and start your presentation! Find more tips to presenting during a live session [here](#).

Thank you for participating in Congress 2021!

