

Preparing to Speak at a Virtual Session

As a speaker for a live stream virtual session, you'll be able to focus on your presentation while the host manages the administrative aspects of the webinar. Review these instructions prior to your session to learn how to join, communicate with the host, and dazzle attendees with your stellar content.

1 Zoom. Prior to your session, you will receive a Speaker URL link to access your session via Zoom through Cvent soon. [Download the Zoom Client for Meetings](#) on the device you will be using to host the session. This ensures you have access to additional meeting controls that are not available within the browser version of Zoom. If you don't already have a Zoom account, you can [sign up for a free one](#).

2 Get camera ready. Prior to your session, identify the location where you will complete your presentation. This should be a room free from distractions and with minimal echo. Use natural lighting to brighten the room when possible, and make sure your face is clearly visible. You can try sitting facing a window, or placing a lamp behind your webcam.

If a webcam looks better than your computer camera, use it. The camera should be positioned at eye level and you should be centered in the frame with the top of both shoulders visible. Keep your eyes in the top third of the frame.

Use a USB or headset microphone, if possible. A laptop microphone can work if necessary, but earbud microphones are not recommended. No matter which microphone type you choose, make sure it's adjusted and working correctly.

NOTE: Turn off all extraneous notifications on your computer.

3 Test your internet connection. Your internet speed should be at least 10 Mbps. There are plenty of sites you can use to [test your internet speed](#).

Plug your computer directly into the router using an Ethernet cable. If that's not possible, move as close as you can to the router.

4 Practice makes perfect. Make sure your presentation is downloaded and saved to your computer. Do not share content from sharing sites that rely on the internet.

Prior to your session, run through your presentation. Practice maintaining eye contact with the camera and keep track of the time it takes you to get through all the material.

5 Set up a preview. To see how your presentation looks to attendees in real-time, click the "Go To My Event" button within your Registration Confirmation Email and [log in](#) to the Virtual Event Experience. Then navigate to your session's page and click **Join the Session**.

Have this page up in a separate browser window during the session. Keep in mind that there will be a 15 second delay between what you say and what attendees see.

6 Have your Speaker URL handy. The meeting planner will share this link with you via email, if they haven't already. Wait to click the link until 10 minutes before your session's scheduled start time. When you click the link, you will join the session with speaker-specific interactivity features enabled.

NOTE: Upon entering the session, test your audio and video to make sure they're working correctly.

7 Check in with the host. If your session is using Live Q&A, check in with the host before the session begins to determine if you should look for the current questions in the browser preview of the session, or if the host will send them to you over chat.

You can also use the time before the live stream starts to touch base with the host on any other session details you want to review.

8 Use the chat to communicate. You can [use the in-meeting chat](#) to communicate with the host during the webinar. This feature is not available to attendees, so they won't be able to see your messages.

9 Get your presentation ready to share. Once the you have started the live stream, you can begin presenting. While speaking, you can [share your screen](#) so attendees can see you and your presentation.

If your session is using Live Q&A, prompt attendees to submit questions throughout the session. That way, when you're ready to start answering questions, attendees have already had a chance to up-vote their favorites.