



Tips for presenters at ISDRS 2021



Mittuniversitetet
MID SWEDEN UNIVERSITY

Your physical environment

- Sit in a sound-absorbing environment, preferably with a lot of textiles
- Think about what your background looks like, try to make it calm.
- How does the light fall on you? Adjust if necessary with an extra table lamp.
- Avoid filming against a window with bright light.
- Avoid environments where people need to walk behind you in your camera view.
- Try sitting versus standing position for your presentation. Choose what feels most natural. (External webcam and microphone may be required if you want to stand.)
- Think about what your outgoing image looks like and choose a reasonable distance to the camera.



Your digital environment

- For optimal sound, feel free to use a headset, or a table microphone and speakers.
- An external webcam may also be preferable on a laptop. You are more flexible with your computer and can find an optimal image for your video image.
- Please use a fixed connection, if possible, i.e. network cable (Ethernet) instead of WiFi.



Share ppt-presentation in Zoom without showing speakernotes

When presenting via Zoom, you want easy access to your notes without having to turn your head away from the camera.

In the following slides, we are showing you two different ways of sharing Powerpoint presentations in Zoom.

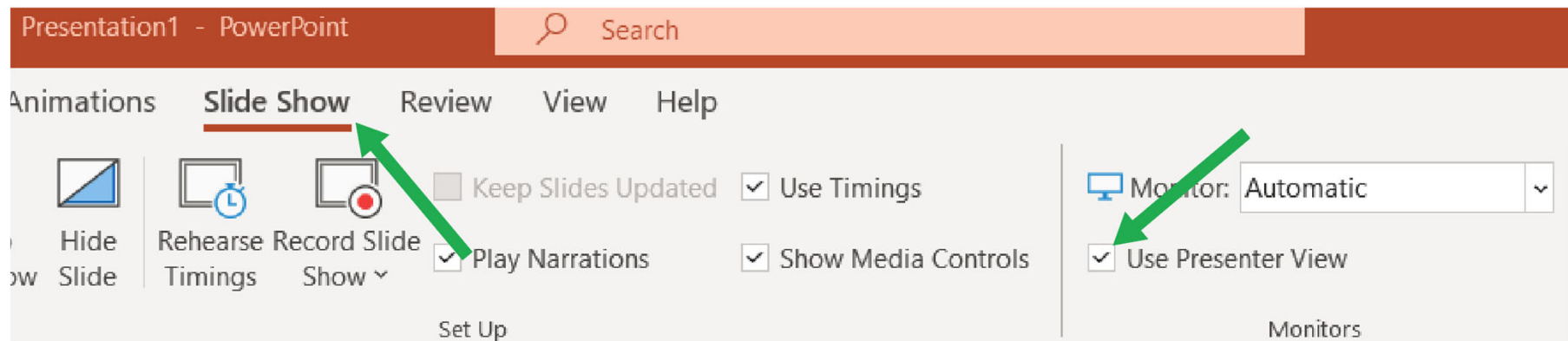
Please try this beforehand, so you feel comfortable sharing your presentation.



Version 1:

Share ppt-presentation in Zoom without showing speakernotes 1/3

1. Make sure to have the Presenter View selected in your ppt, *Slide Show> Use Presenter View*. Then notes appear next to your slide show.

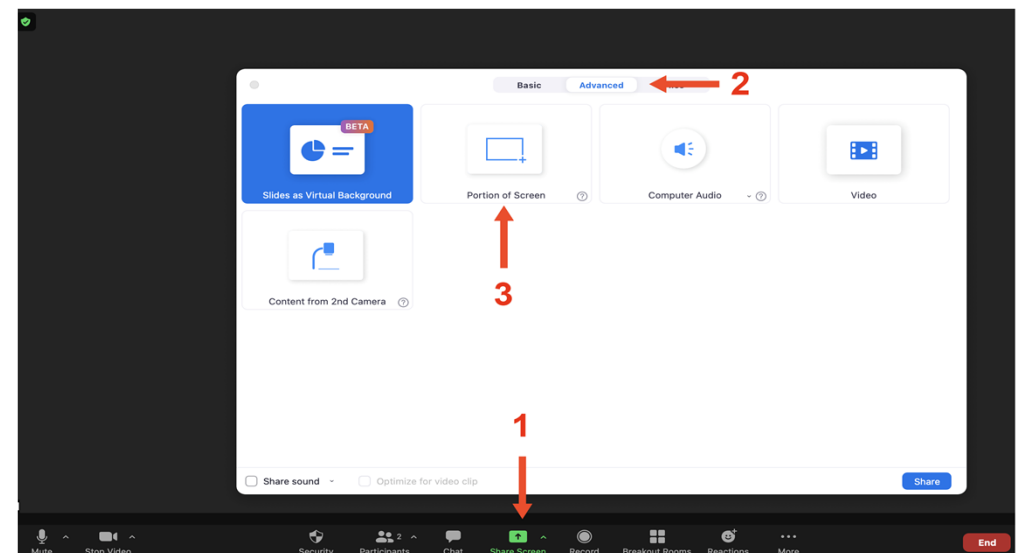




Version 1:

Share ppt-presentation in Zoom without showing speakernotes 2/3

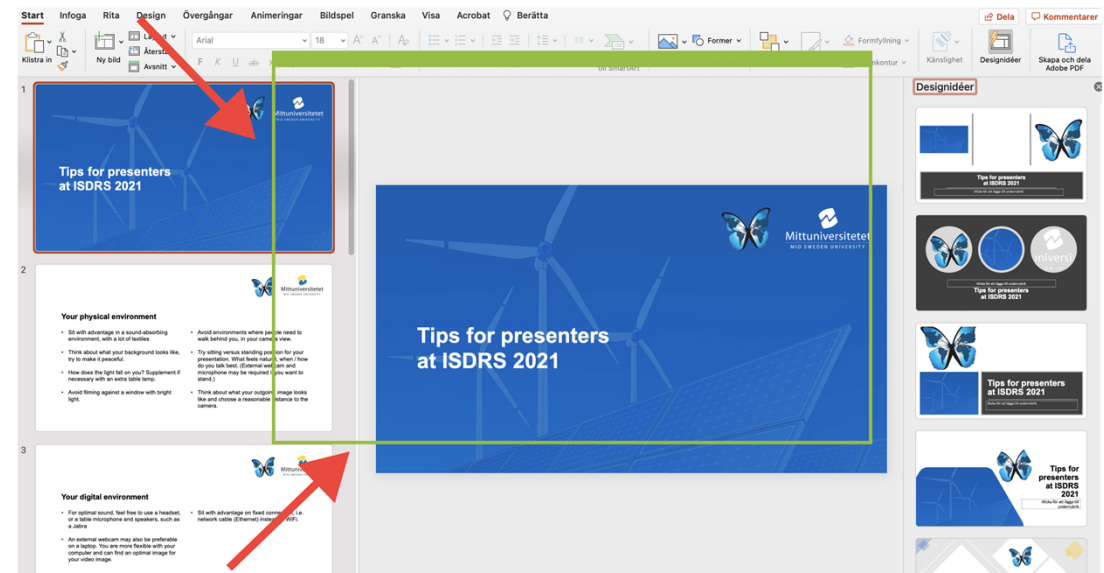
2. In Zoom select: *Share Screen*
> *Advanced* > *Portion of Screen*.





Version 1: Share ppt-presentation in Zoom without showing speakernotes 3/3

3. Frame the slideshow (the one you want to share) with the green box. Drag the green frame to fit your presentation-window.





Mittuniversitetet
MID SWEDEN UNIVERSITY

Version 2:

Share ppt-presentation in Zoom without showing speakernotes 1/3

1. Open your ppt presentation and choose presenter view.

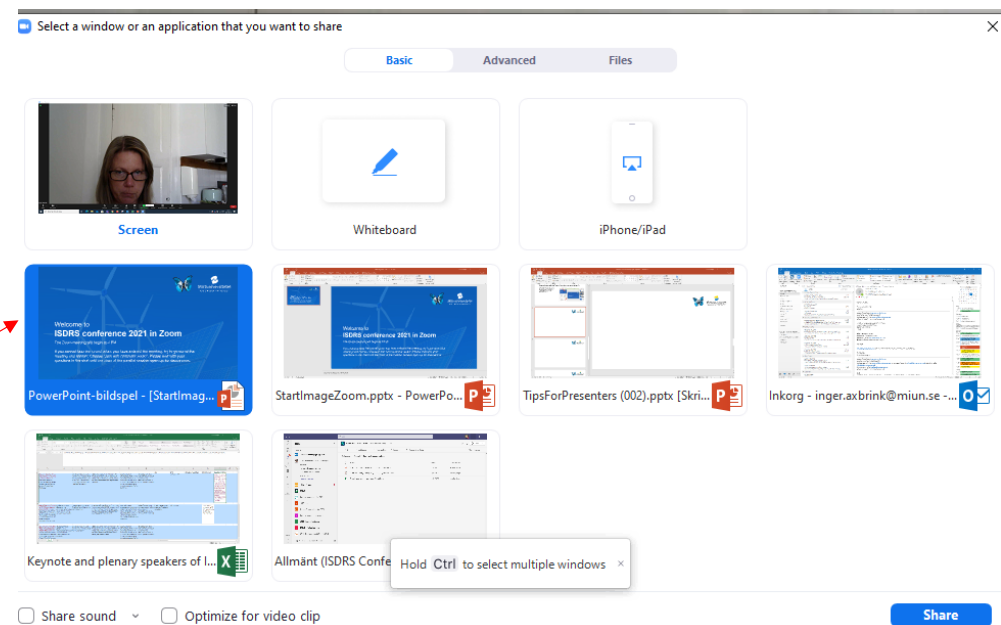




Version 2:

Share ppt-presentation in Zoom without showing speakernotes 2/3

2. In Zoom select: *Share Screen*
> *basic* > *powerpoint presenter*
view.

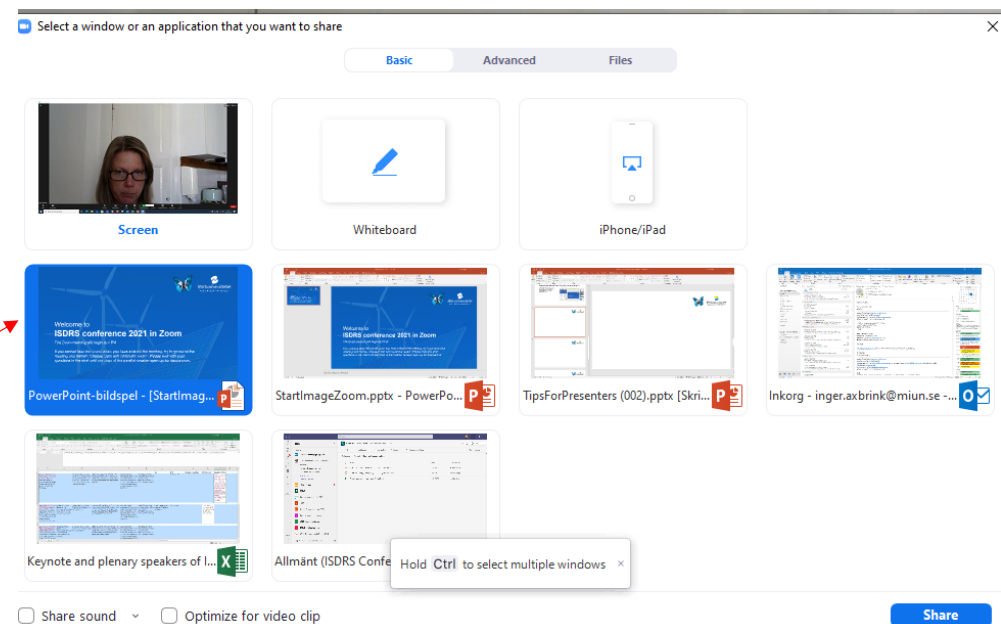




Version 2: Share ppt-presentation in Zoom without showing speakernotes 3/3

3. Move between different screens in zoom by using Alt+tab

4. If you have two screens normally you can choose between the screens to show in zoom by using (windows+p)





Checklist for presenters

- ☐ I know how to share screens with others in Zoom.
- ☐ I have a good headset with a microphone and I have tested the sound before the presentation
- ☐ My camera is in a good place, so that my face is visible straight from the front
- ☐ I have tested how I read from my script without losing contact with the audience (and that you see your notes)
- ☐ I have access to a stable network connection
- ☐ I have installed the latest version of the web conferencing tool Zoom