



Illinois Center for Specialized Professional Support,
Illinois State University, College of Education

Tips for a Successful Presentation:

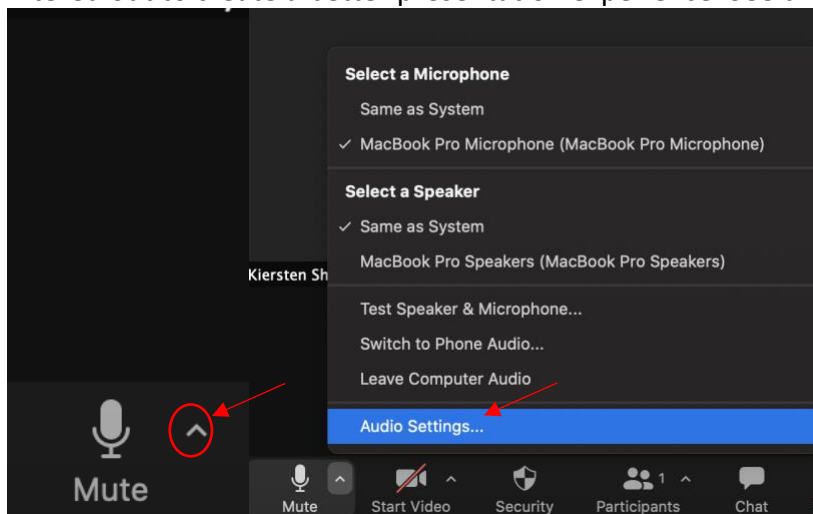
As we continue to move into the future of video presentations we recognize that presentation experiences are defined by presenter's environment. In order to prepare for a successful presentation and ensure optimization of visual and audio tools we ask that you consider implementing the following tips prior to presenting.

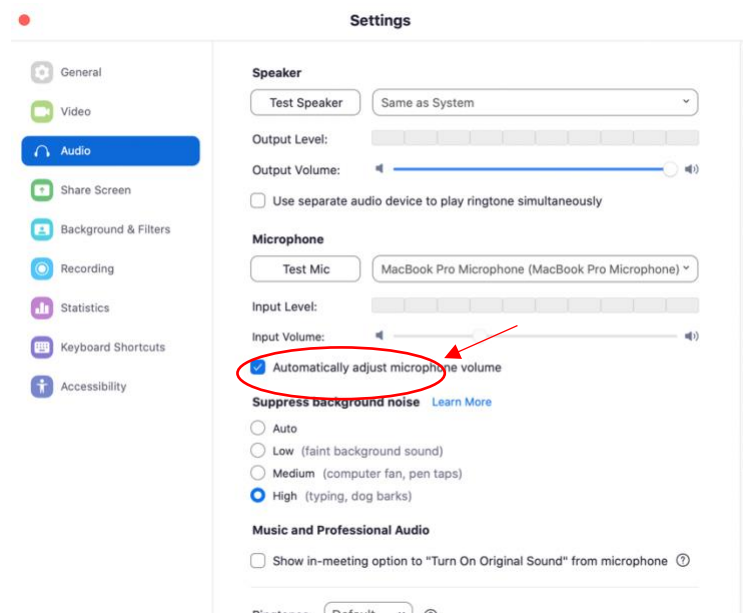
Time Allotted:

- For your session, please plan content for the full session but allowing at least 15 minutes after your presentation for a Q&A.

Microphone Tip:

- In order to suppress as much background noise as possible. We ask that you locate your audio settings on Zoom using the up arrow on your zoom microphone, clicking audio settings, and clicking suppress your background noise to high. This Zoom function helps remove distracting noises that can be picked up by presenters and attendee microphones including: paper crunching, keyboard typing, fan noise, dog barking, mouse clicking, and other noises that will be filtered out to create a better presentation experience. See directions below:





Background Tip:

•We do encourage presenters to have their cameras on for the presentation. If you choose to do so we ask that you make sure you are in front of a neutral background or using a virtual background for your presentation. See this [Zoom Resource](#) for more information.

Lighting Tip:

•For your presentation we ask that you make sure you are in indirect lighting as much as possible, with good coverage to show your face. The lighting selection of the presenter will always impact the far end experience of attendees. Ideally you will want to approach lighting for your presentation in a controlled way attempting to keep a nice balance between person(s) and surfaces being captured. With natural light shaded or non-natural lighting being used within the room to maintain ownership of the experience. Indirect light is recommended in a video presentation to avoid washing out of faces and images with high luminance.

Camera Tip:

•For your presentation we ask that you have a forward-facing camera pointed directly at you as you are presenting. This is to emulate an in-person experience as much as possible and to ensure attendees are engaged with the presenter.