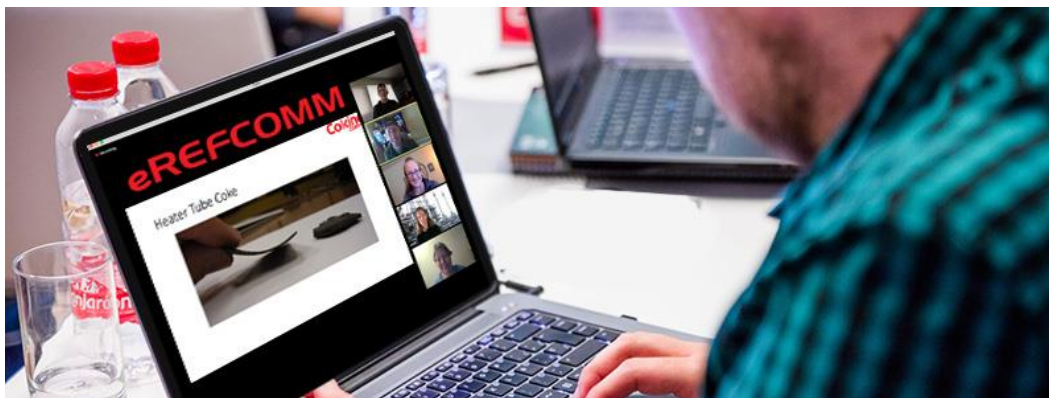


# Excel at Your eRefComm® Presentation!



The RefComm® staff appreciate the time and effort that each presenter invests in the discussions.

Here are some tips and guidelines to support you during your upcoming eRefComm® presentation. If you are in need of further help, please contact Becky at [becky@refiningcommunity.com](mailto:becky@refiningcommunity.com).

## Tech Prep

- ☐ Check your background and area where the webcam may hit, such as a living room.
- ☐ You can use a virtual background in Zoom. (Please ask the RefComm® staff for any assistance.)
- ☐ Minimize noise distractions, such as pets and children.
- ☐ For laptops, please have a stable internet connection, preferably with a hard-wired connection with a cable.

## Lighting

- ☐ Place the light towards your face.
- ☐ If your face is too dark on the webcam, you might check out a ring light.
- ☐ If it is too bright near your computer, such as from a window, place a sheer curtain over the window to diffuse it.

## Teleprompter / Notes

- ☐ If you're needing notes during your presentation, you could purchase a teleprompter app.
- ☐ It is possible to put your notes in Presenter View in PowerPoint. (Ask for assistance to format your screen(s) when presenting with notes.)

## Mic / Pointer

- ☐ eRefComm® has had excellent audio without any presenter needing a mic. If you feel you need one, a headset or a USB mic would work well.
- ☐ If you would like a pointer when presenting, you may use "Annotate" in Zoom.

### **RefComm® Staff Will:**

- ☒ Provide you with 1-on-1 practice in Zoom before the presentation.
- ☒ Co-host with you to support you during the webinar.
- ☒ Instruct you on screen-sharing if you request it.

## **Presentation Planning**

- ☐ When creating your presentation, be mindful of your presentation time and slide progression. Is it logical? Will it fit the time frame? ("Speaking" time is approximately 20 – 30 minutes.)
- ☐ Have a strong outline and stay focused on those points.
- ☐ **Slide Deck:**
  - 1 Major Point per Slide
  - Keep Text Minimal
  - Use Appropriate Font Size and Style
  - Optimal Number of Slides - 25
- ☐ Use good visuals.
- ☐ Think of your audience and how you can engage them!
  - Do you have a story to tell?
  - Tell us about a problem you are solving.
  - How can you grab their attention?

### **RefComm® Staff Will:**

- ☒ Provide you with presentation guidelines.
- ☒ Provide you with a more detailed breakdown of the presentation format and timeline.
- ☒ Edit and Proofread your presentation if you request it.

## **10 Tips to a Super eRefComm® Presentation!!!**

### **Tip #1 – Practice Presenting Inside Zoom**

- ☐ Create a Zoom account, set up a meeting for yourself and practice presenting inside Zoom.
- ☐ Practice with your colleagues and receive honest feedback.
- ☐ Practice until you are confident!!!

### **Tip #2 – Record Your Practice**

- ☐ In your private Zoom practice, hit the record button. Watch your presentation to see where you can improve.

### **Tip #3 – Engage the Audience with Your Voice!!!**

- ☐ Modulate your tone and volume so that your audience is avidly listening.
  - ☐ Watch your speaking rate. It shouldn't be too fast and neither too slow.
-

**Tip #4 – Smile!!!**

- ☐ Why? Smiling shows your confidence!

**Tip #5 – Be enthusiastic about your topic!**

- ☐ Participants bring more interest when the presenter is excited!

**Tip #6 – Relax and be Confident.**

- ☐ If you are a little nervous, do some deep breathing exercises before speaking.

**Tip #7 – Look at your webcam.**

- ☐ Be careful of your eye placement. If you read your screen, especially on a laptop, you may be looking down on your participants.

**Tip #8 – Watch the time and pace yourself.**

- ☐ RefComm® staff will advise you on the timing of the webinar. Be aware of it during your presentation.

**Tip #9 – Polls: Read out loud / Summarize**

- ☐ When polls are shown, please read the question and the responses.
- ☐ Depending on time, participants would like to hear your conclusion of the poll or your opinion on it.

**Tip #10 – Summarize your presentation.**

- ☐ Again, depending on time, summarizing your presentation is a great way to wrap it up.

**RefComm® Staff Will:**

- ☒ Practice with you in Zoom.
- ☒ Give technical support during the presentation.
- ☒ Moderate the webinar.

**Pulling it All Together!**

- ☒ I have practiced in Zoom until I am confident.
- ☒ I have minimized distractions – visual and audio.
- ☒ I am prepared.
- ☒ I have used good visuals.
- ☒ I am confident and will pace myself.
- ☒ I am very enthusiastic about my topic and will engage with the audience.

## **Last Minute Reminders**

- ☐ Log into Zoom at least 30 minutes before your presentation.
- ☐ Have the Zoom log-in phone numbers ready.
- ☐ What does your virtual background look like?
- ☐ Do you have your cell phone turned off or muted?
- ☐ Did you send your presentation to the RefComm® Co-host?