Presenter/Participant Checklist

- ❑ Power:
    - ❑ If using a laptop, ensure the computer is plugged into a power outlet
- ❑ Internet:
    - ❑ Wired (Ethernet) connection is preferred – consider using your office computer
    - ❑ If using Wi-Fi, make sure other users are not watching movies or playing games online
- ❑ Audio/Video:
    - ❑ Use an external quality microphone
        - ❑ Headphone set with noise-canceling microphone preferred
    - ❑ Use a good webcam that delivers a minimum 720p (ideally 1080p)
    - ❑ The camera should be at or slightly above eye level
- ❑ Other:
    - ❑ Turn off / silence your cell phone
    - ❑ Run a test of your setup to ensure quality

Environment & Wardrobe

- ❑ Record from a private room or location (Consider using your BAS Office)
- ❑ No harsh lighting on your face or behind you – do not sit in front of a window
- ❑ Optionally: Consider using a stand-alone photo or LED light
- ❑ The backdrop should be natural but uncluttered
- ❑ Chose a professional background. Consider one of the MTSU backgrounds
- ❑ Solid or subtle pattern shirt appropriate for your audience
- ❑ Avoid busy pattern, all-white or grass-green shirts (for green screen effects)
- ❑ Make sure no external noises around: air conditioning kicking in, or ceiling fan, etc.
- ❑ Put a sign on your door to avoid interruptions

Personal Computer

- ❑ If presenting:
    - ❑ Clean up desktop:
      Right-click on the desktop, Display settings, View, Uncheck Show Desktop Icons
    - ❑ Hide the taskbar if showing desktop
    - ❑ Use a high screen resolution, i.e., 1920X1080
    - ❑ Turn off all notifications
- ❑ Use the latest browser (Chrome or Firefox)
- ❑ Close unnecessary applications
- ❑ Update your computer before the event date or disable updates
- ❑ Update your web meeting software (Zoom or Teams) before the event

Presentation Tips

- ❑ Identify your central message
- ❑ Have a clear call to action within your presentation
- ❑ Do not read your slides to the audience
  Use a bullet point format and add value with your expertise
- ❑ Use the PowerPoint Presenter Coach to evaluate your presentation delivery
- ❑ Review settings under the Slide Show menu (if using PowerPoint) to customize your defaults
- ❑ Rehearse timing to ensure you can adequately cover your content in the time provided
  (Slide Show | Rehearse Timings command)
- ❑ Consider putting housekeeping and resource slides at the beginning when you have
  people's attention, so you do not disrupt Q&A toward the end of your session
- ❑ Ask your organizer how and where to share your final materials with your audience
- ❑ Backup of materials should be on your local computer
- ❑ Rehearse enough to be comfortable with your material so your personality will shine through
- ❑ Avoid reading your slides to the audience

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