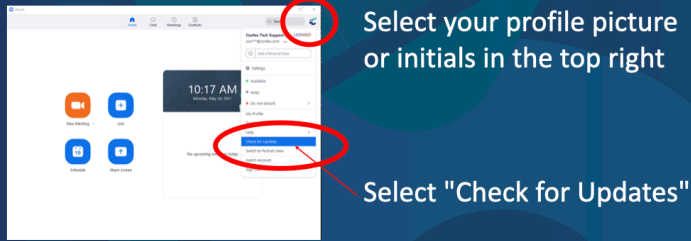


MLA Moderator/Presenter Tips

Update Zoom



Select your profile picture or initials in the top right

Select "Check for Updates"

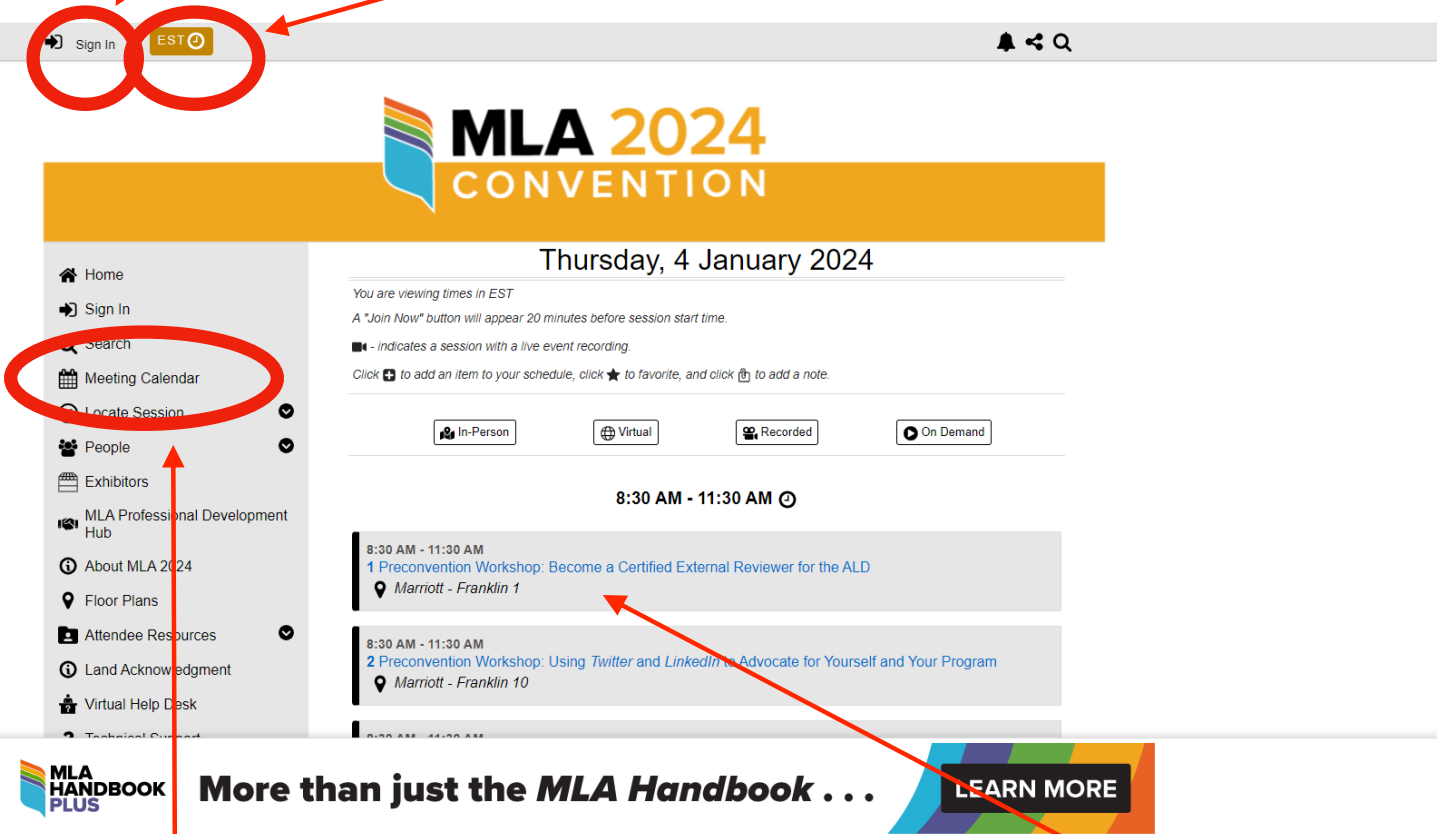
If you have the Zoom application on your computer, be sure to update it to the newest version.

You must be logged in on mla24.org or the MLA 2024 app to join online sessions.

Your initials will appear in the upper left if you are logged in correctly.

Session listings appear in EST Time by default.

To change this, click select My Time Zone.



Use the Meeting Calendar to Navigate to the date and time of your session.

20 minutes before the session start time a "Join Now" button will appear under the title of the session.

Running a Virtual Session

Before your session starts:



Arrive 20 minutes early



Test presenter's mic



Test presenter's camera



Practice sharing screen

You will have a Confex Tech there to assist you with troubleshooting any issues. Make sure to go through all testing and run of show with them.

Ask your Presenters:



How to pronounce their names?



What are their pronouns?



How will you keep the session on time?

Overview of session:



What is the sequence of events?



How do you want to take questions?

Zoom Tools

Show Captions

Click on the Show Captions (or "More...") on your Zoom toolbar.

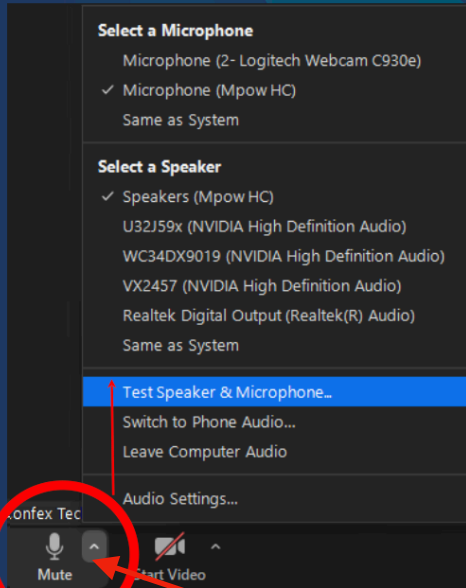
Select Show/Hide Captions.

- Chat
- ✓ Show Chat Previews
- Captions
- Breakout Rooms
- Live on YouTube
- Live on Twitch
- Live on Custom Live Streamir
- More

Session attendees can also adjust the way captions appear on their own screens.

Useful Tools

Testing your Speaker and Microphone





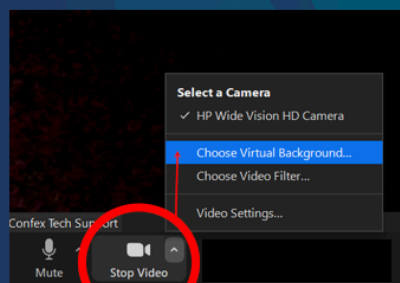
Use the arrow next to your microphone to test audio settings or switch to phone audio if needed.

You have an opportunity to preview your appearance and check your video settings before turning on your camera (Start/Stop Video).

Useful Tools

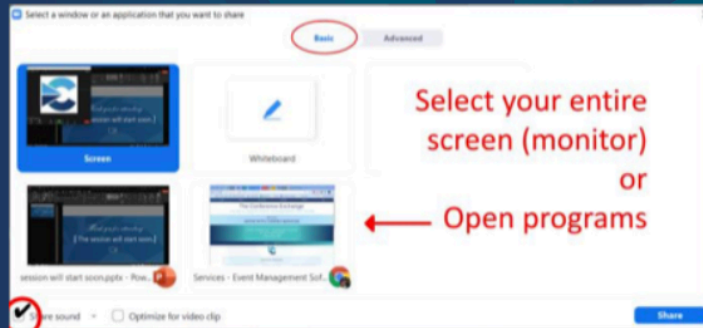
Stop or Start Video

-  Preview your appearance
-  Check your video settings



Useful Tools

Share Screen-Basic Tab



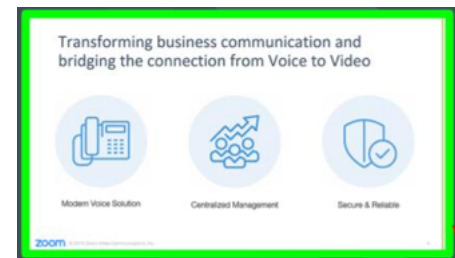
Remember to select share sound at the bottom left if presentation has audio

If you use Dual Monitors when presenting

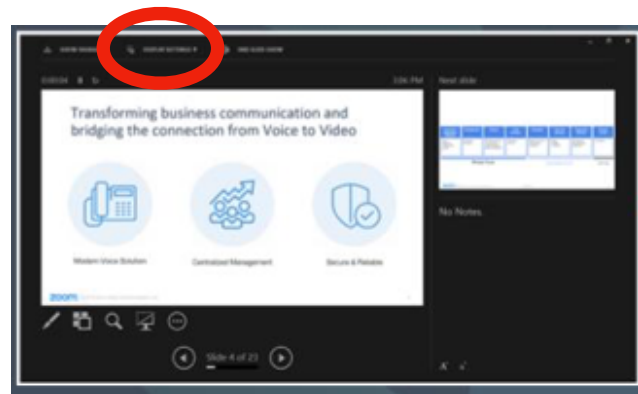
Select your primary monitor then click "Share". If you are not sure which monitor is your primary, select the one the Powerpoint opens in.

If you correctly shared your primary monitor, participants will see the Powerpoint in slideshow/fullscreen view.

The green border indicates the monitor you are currently sharing



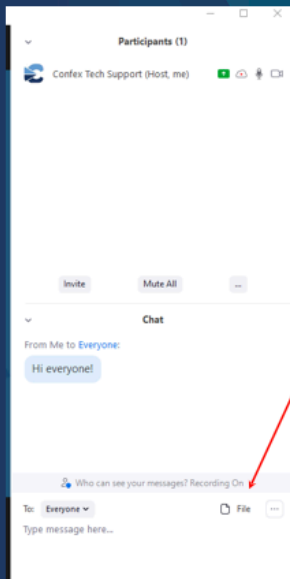
The presenter's view will appear on your secondary screen. Use this to view your slide notes and control the presentation.



*If you are not sharing the correct screen, click "Display Settings" (**found at the top of your presenter notes**) then swap presenter view and slide show.*

Useful Tools

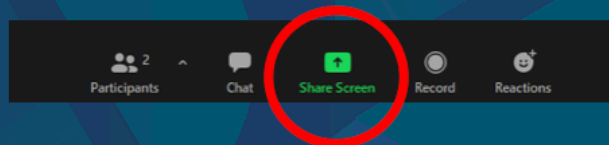
Chat Panel



- Be mindful of who you are chatting
- Chat defaults to the last person in contact

Useful Tools

Share Screen



Pro -Tips

Saving Bandwidth (Poor internet connection)

- Turn off your camera
- Use a mobile phone for audio (switch to phone audio)
- Have someone else share your slides
- Zoom View options- "stop incoming video"

Eye contact

- If using more than one monitor, make sure your Zoom window is open on the screen that has your camera so you can face the audience correctly.

Lighting

- There should be light behind your monitor illuminating your face. Avoid having windows and bright lights behind you.

Background

- Set up your background with as few distractions as possible.

*If you are in need of technical support for any issues, let your Confex Tech Support know and they will assist you in troubleshooting.