

# VIRTUAL SPEAKER TOOLKIT

Thank you for being part of APHA's first ever **VIRTUAL** Annual Meeting and Expo. Because presenting in a virtual environment is new to many of you, we've pulled together information to help you prepare for and deliver your presentation (whether pre-recorded or live).



**APHA 2020**

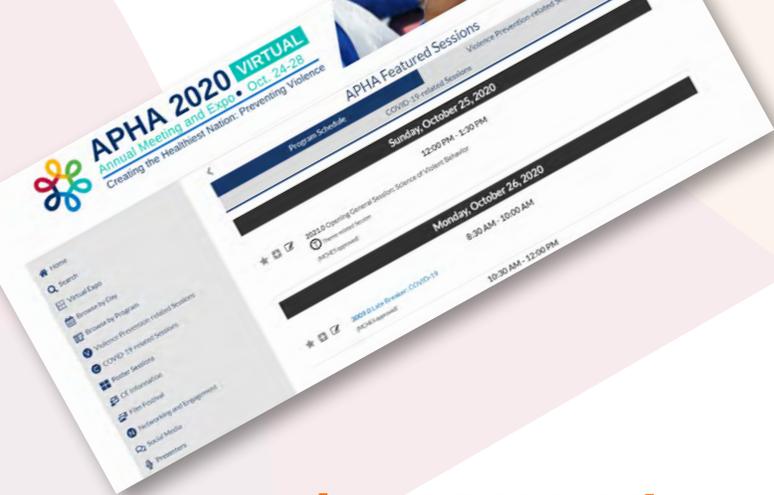
**VIRTUAL**

ANNUAL MEETING & EXPO

OCT. 24 – 28



CREATING THE HEALTHIEST NATION:  
PREVENTING VIOLENCE



# The APHA Virtual Meeting Platform

All sessions and events will be accessed from the 2020 Virtual Meeting platform: [www.apha.org/APHA2020](http://www.apha.org/APHA2020)

## WHAT YOU NEED TO KNOW

- 1 You must be registered for the meeting to present.
- 2 Zoom links for sessions **will not be available until 20 minutes before** the session start time and **will not be visible to you unless you are signed in.**
- 3 To sign in, use your **email address** and **registration ID.**
- 4 Oral and Roundtable Sessions will be presented live using the Zoom platform.
- 5 There will be 15 minutes of Q&A at the end of all live sessions.
- 6 Sessions presented live will be available on demand within 3 days.
- 7 All sessions are scheduled in **Mountain Daylight Time.**
- 8 Poster Sessions will be **pre-recorded** and available on-demand beginning Oct. 19. These will play directly in your internet browser (not in Zoom).
- 9 A discussion board/chat feature is associated with each presentation. If an attendee types a question, you will receive an email alerting you to respond. Please respond as quickly as possible. These questions and answers will be a permanent part of the Virtual Meeting Platform.



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## Virtual Platform Tips

- 1 **IMPORTANT** Sign in to the Virtual Meeting Platform at least one week before the meeting to ensure you can access the system. You cannot present if you are not logged in. Once you sign in the first time, the system will remember you, and you will not have to sign in again unless you clear your browsing history.
- 2 Learn how to navigate to your session. Use the search tool to search by session number, or filter by program.
- 3 Save your session to your personal schedule for easy access the day of your presentation. Save any sessions you want to attend to your schedule by clicking the + sign.
- 4 You can view the program in **Mountain Daylight Time** or in **My Time**. When you first sign into the Virtual Meeting platform, the time will default to your local time zone. Check the top navigation bar to confirm if you are viewing the schedule in Mountain Time or your local time (My Time). To change the time zone you view the program in, select your preferred time zone in the left navigation bar.
- 5 You can **export your Virtual Meeting schedule** to a calendar program such as Outlook, Google Calendar, etc. The calendar will download in your local timezone. Set a reminder 20 minutes early to join your session.



# Setting the stage

Whether presenting live or pre-recording your session, your location can make a big impact. Here are some things to keep in mind when selecting your location:

## LOCATION

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- 1 Choose a quiet spot with limited distractions.
- 2 Close any windows that might cause outside noises to be broadcast.
- 3 The brightest source of light should be facing you so you are clearly visible when speaking. Avoid having a window in the frame — this will cause the background to be overexposed and will wash out your face.
- 4 Make sure the space behind you is tidy, or consider using a virtual background.

## AUDIO/VIDEO

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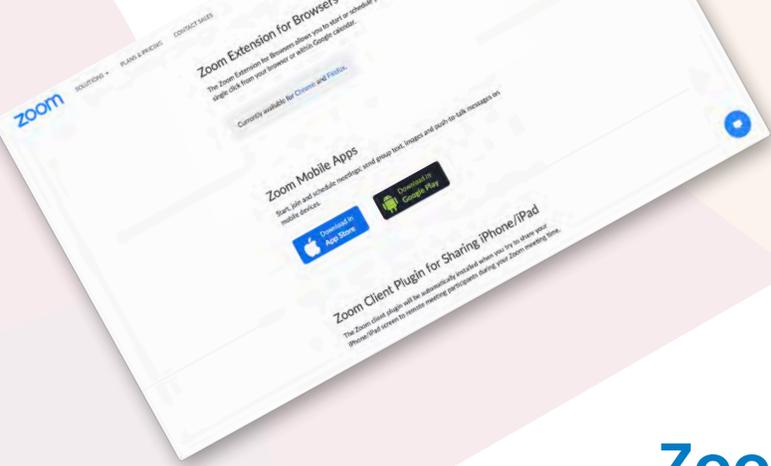
- 1 If using an external webcam, turn on the high definition (HD) setting.
- 2 Place the camera at eye level and clean the lens.
- 3 For best sound, avoid using your computer's microphone. Headphones or an external mic usually provide the best sound.
- 4 Test your audio in advance.
- 5 Rename yourself in Zoom by putting "speaker" in front of your name (i.e. Speaker: John Smith)

## COMPUTER

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- 1 Use a high-speed internet connection. A hardline connection is recommended over WiFi.
- 2 Reboot your computer a few hours before the event to avoid any automated updates that could launch during your presentation.
- 3 Turn off all applications on your computer that you won't need.
- 4 Turn off your cell phone ringer.
- 5 If using a mouse, make sure the batteries are fresh (or it's freshly charged).
- 6 If using WiFi:
  - Sit close to your router.
  - If sharing the internet with other users, ask them to minimize their internet use during your presentation.
  - Disconnect from your business VPN or remote desktop.





# Zoom Tips

[Download and install the latest version of Zoom](#) several days before the meeting.

## COMMUNICATE AND CONNECT IN ZOOM

- 1 Mute your microphone and turn off your webcam when not speaking.
- 2 Use Gallery View when socializing.
- 3 Use Speaker View all other times.
- 4 If you have technical difficulties, use the chat box to contact Confex Tech Staff.
- 5 Use the chat box to answer a content question or to connect with attendees.
- 6 Become familiar with the **share screen** feature in Zoom. This is how you will show your slides.
- 7 Rename yourself in Zoom by putting “Speaker” in front of your name (i.e. Speaker: Jane Smith). To change your name, click on the “Participants” button at the top of the Zoom window. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click “Rename” and enter the name you'd like to appear in the Zoom meeting. Then click “OK”.

Zoom has a number of great tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>



# Delivering Your Presentation

## ELIMINATE DISTRACTIONS

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- 1 Place a “quiet” sign on your door.
- 2 Turn off your cell phone, email alerts, etc.
- 3 Close applications on your computer that you will not need.
- 4 Have your presentation and any videos open on your screen.

## BEST PRACTICES

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- 1 Practice delivering your presentation with the technology.
- 2 Print a copy of your slides as a backup.
- 3 Ensure your presentation follows accessibility guidelines (see below).
- 4 Avoid wearing distracting logos or wild patterns.
- 5 Consider using two monitors so you can view your notes.

## SPEAKING TIPS

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- 1 Mute yourself when not speaking.
- 2 Use a clear, energetic voice.
- 3 Avoid saying good morning or good afternoon.
- 4 Keep water nearby.
- 5 When speaking, look directly into the camera, not the screen.
- 6 Do not swivel or rock in your chair.
- 7 Narrate any graphic, picture or table.
- 8 When you finish your presentation, turn off screen share and mute your mic and webcam so the next speaker can begin.



# ENSURING YOUR PRESENTATION IS ACCESSIBLE

It is the policy of APHA to hold meetings, conferences and professional gatherings where physical and communication barriers do not exclude people with disabilities from attending and participating. If you are a presenter requiring specific accommodations, please contact APHA directly via email at [access@apha.org](mailto:access@apha.org) or call **202-777-2528**.

## ACCESSIBLE POWERPOINT

The APHA Disability Section suggests presenters follow the Accessible PowerPoint guidelines from WebAim - <https://webaim.org/techniques/powerpoint/>

### The most important rules for accessible presentations are:

- Slides should be high contrast (dark background with white or light font or light background with dark font) with simple backgrounds.
- Use an accessible pre-set slide layout template for each slide (do not manually add text boxes as this will interfere with the "reading order" of the slides).
- Slides should be 16:9 format (wide screen).
- All images must have alt text. Narrate any graphic, picture or table.
- Use a sans serif font like Calibri or Verdana and adequate font size (24 pt is recommended).
- Limit the number of lines on each slide.

## PRESENTATION TIPS

- Describe slides briefly. Example: "This slide covers these three key points..." "This graph illustrates these key points."
- Avoid pointing to something on the slide and using words like "this, that, these, and those", unless you indicate what "this" means. Example: "This map shows..." Not "This shows..." People who are blind or low vision don't know what "this" used alone means.
- Speak loudly, clearly and directly into your microphone at a moderate pace. This promotes understanding in the audience and allows captioners time to translate what you are saying.
- As much as possible, look at your camera, not your notes. Keep your hands away from your mouth so people who speech read can understand you. Use active words and short sentences. Words should reinforce visual material.
- Always repeat comments and questions before answering them.
- Videos used in presentations should be captioned.
- Ensure only one person speaks at a time by asking members of the group to wait until they are acknowledged before commenting or asking questions.



## ORAL PRESENTER CHECKLIST

- Register for the Annual Meeting.
- Sign into and explore the APHA Virtual Meeting Platform **at least one week before** the meeting at [www.apha.org/APHA2020](http://www.apha.org/APHA2020).
- Save your session(s) to your schedule in the Virtual Meeting Platform (and export to your preferred calendar program).
- Create your PowerPoint Presentation and make sure it is ADA compliant.
- Send a copy of your presentation to your session moderator **by Oct. 19** (as a backup in case you have trouble sharing your screen).
- Upload your bio to your Speakers' Corner **by Oct. 19**.
- Set a calendar reminder to join your session 20 minutes before the scheduled start time. **Remember, all sessions are in Mountain Time.**
- Practice your presentation in a test Zoom Meeting. Become familiar with sharing your screen.
- When you finish your presentation, click "Stop Sharing" so the next presenter can start.
- Upload handouts to your Speakers' Corner (optional).



## POSTER PRESENTER CHECKLIST

- Register for the Annual Meeting.
- Sign into and explore the APHA Virtual Meeting Platform [www.apha.org/APHA2020](http://www.apha.org/APHA2020).
- Create your PowerPoint presentation and make sure it is ADA compliant. Use the simplified **Sample Poster Template** when creating your presentation, but use your own background and logo on your slides.
- Visit the Speakers' Corner for instructions on how to record your presentation.**
- Practice, Practice, Practice: Take your time recording your presentation. Make sure you are speaking clearly and looking directly into the camera. Check out your lighting and background.
- Record your PowerPoint presentation with your audio and, preferably, video of yourself speaking. Keep your presentation short (5 to 10 minutes).
- Upload your recorded presentation file (MP4 or MOV) to the Speakers' Corner by **Oct. 13**. File size should be no more than 100 MB.
- Upload handouts to the Speakers' Corner (optional).



## ROUNDTABLE PRESENTER CHECKLIST

- Register for the Annual Meeting.
- Sign into and explore the APHA Virtual Meeting Platform **at least one week before** the meeting at [www.apha.org/APHA2020](http://www.apha.org/APHA2020).
- Save your session to your schedule in the Virtual Meeting Platform (and export to your preferred calendar program).
- Become familiar with Zoom, especially the breakout feature. Your presentation will take place in a breakout room.
- Create your PowerPoint presentation and make sure it is ADA compliant.
- Visit the Speakers' Corner for instructions on how to record your presentation.
- Upload your **recorded** presentation to the Speakers' Corner by **Oct. 13**.
- Set a calendar reminder to join your live session 20 minutes before the scheduled start time. Remember, all sessions are in Mountain Daylight Time.
- Practice your presentation in a test Zoom Meeting – check out your lighting and background. Become familiar with sharing your screen. You have a choice of sharing your PowerPoint presentation live, or sharing your pre-recorded presentation. Make that decision early.
- Upload handouts to your Speakers' Corner (Optional).



## DAY OF REMINDERS

- Prepare your desktop for screen sharing: Have your PowerPoint Presentation open, and close all unneeded applications.
- Log in to the Virtual Meeting Platform at [www.apha.org/APHA2020](http://www.apha.org/APHA2020) with the email you used to register and your registration ID. **You must be signed in to access your Zoom session link.**
- 20 minutes before your presentation, navigate to your session and click on the "Join Now" button to access your Zoom session.
- Click "allow" to open the Zoom link.
- Rename yourself in Zoom by putting "Speaker" in front of your name.
- Turn off your mic and webcam until it is your turn to speak.
- Verbally disclose if you have financial support or a **conflict of interest** to report.
- Click the "Share Screen" button to begin your PowerPoint presentation.
- Click "Stop Sharing" to allow next speaker to begin.
- There will be 15 minutes of Q&A at the end of the session. Please keep your answers short.





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## Spread the Word

Let your friends and colleagues  
know you are presenting  
at **APHA 2020**.

Spread the word and encourage  
them to register. Include  
the hashtag **#APHA2020**  
on all your posts.



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