



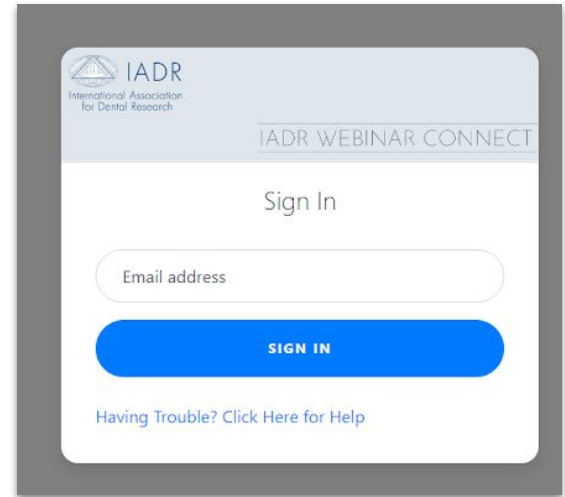
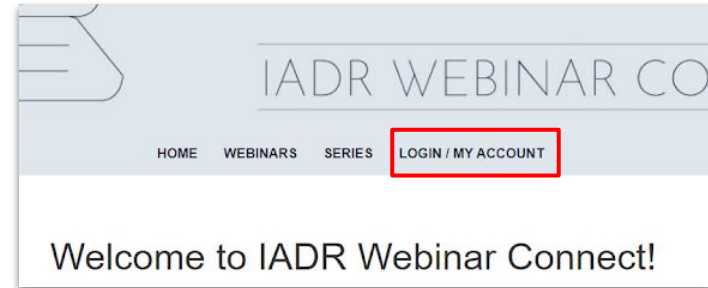
# Speaker Training for IADR Webinar Connect



# Login to Webinar System

## IADR Webinar Connect is the Portal to all IADR Webinars

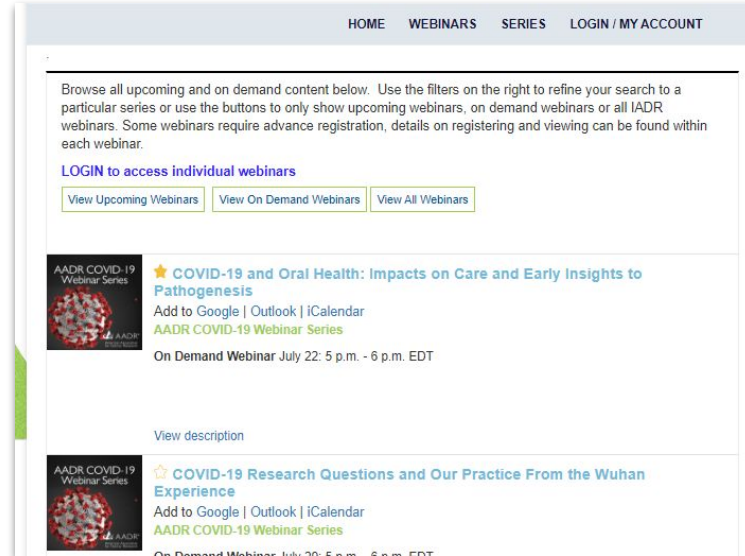
- Ensure you can access the portal. Visit <https://iadrwebinars.secure-platform.com>
- Click the Login button in the navigation and enter your email to sign in.
- You will be sent a secure link directly to your inbox that will log you into the portal and include access to all appropriate sessions.



# Test Access to the Gallery

## IADR Webinar Connect is the Portal to all IADR Webinars

- Login at <https://iadrwebinars.secure-platform.com>
- 30 Minutes Prior to Your Session Start Time your Session virtual room will open
- Today simply visit our gallery to ensure you have access  
<https://iadrwebinars.secure-platform.com>
- In the upcoming Webinars section, find the webinar for which you are a speaker. Click the hyperlink title to open up the session page.
- On the right hand side, you will see a button that notes when the room will open. Around 30 minutes before the webinar, it will change to “Join Webinar”

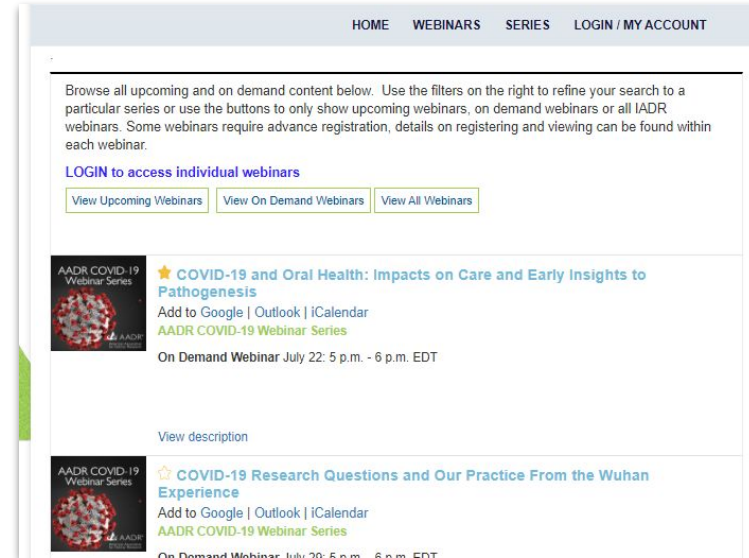


ROOM OPENS AT 03:45 PM

# Joining Session Day of:

## IADR Webinar Connect is the Portal to all IADR Webinars

- All speakers should join the webinar 15 minutes before the webinar start.
- Click the “Begin Webinar” button
- Speakers should be brought into a green room for the session.



ROOM OPENS AT 03:45 PM

# Practice using Zoom



## Test Zoom on your Computer

- Visit <https://zoom.us/start/webmeeting> and create Free account if needed
- This will launch a zoom meeting where you can practice your audio, camera, and screen sharing
- We will be using the Zoom for this webinar and the same general features you see here in your free account will work with some changes noted later.

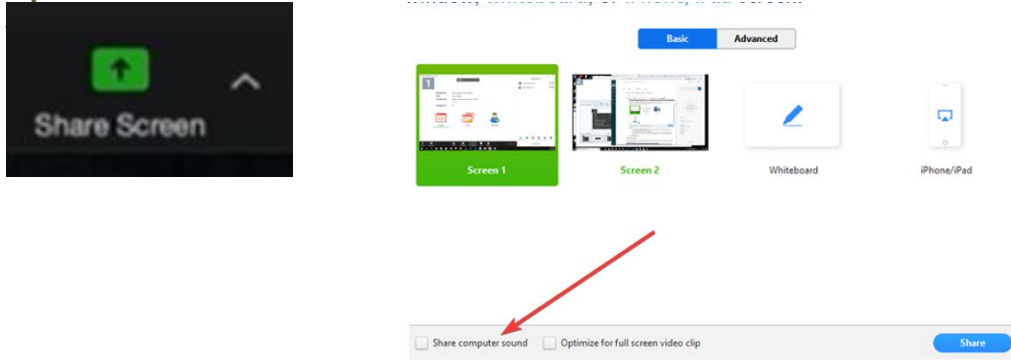
# Test Your Audio

- Make sure your audio output is high quality.
- Microphone should be 6-12 inches from your mouth.
- A standalone microphone provides better quality than built-in computer mics.
- If using headphone mic, ensure it is clipped to your shirt so it does not move and bump your shirt as you move
- Visit **MicTests.com** to test your mic
- NOT speaking? MUTE yourself.



# Screen Sharing Best Practices

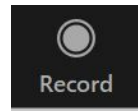
- Click **Share Screen** in the Zoom Control panel to select what you wish to



- You can choose to share an entire screen or a single app. If you plan to share a video clip or pre-recording of your session choose **Share Computer Sound**
- Do not click **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video or slides illegible.

# Screen Sharing Best Practices

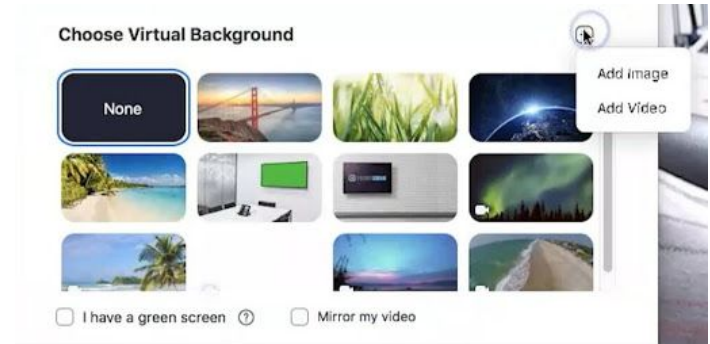
- Before starting your broadcast close any other windows / tabs
- Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype)
- Practice sharing your screen with a partner or if you are practicing by yourself choose the **Record** option to watch how your presentation looks.
- You can share the screen with your camera on or off. Use **Start Video** and **Stop Video**





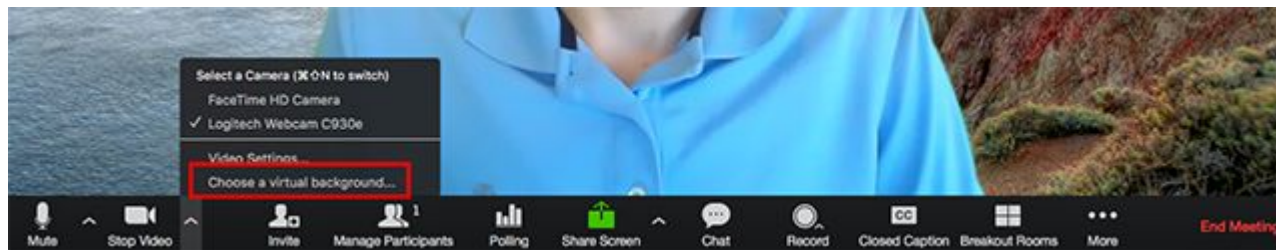
# Backgrounds

- Try to avoid busy-looking backgrounds
- Remove any shapes that cut into your head/body
- Natural backgrounds work best for presentations. However, if you feel it's necessary to use a virtual background, do the following:
  - Test – some web cameras will not support virtual backgrounds
  - Maximize space between you and the background
  - Choose a background that contrasts with your hair and your clothing
  - Use a professional, simple virtual background



# Set Your Virtual Background (if necessary)

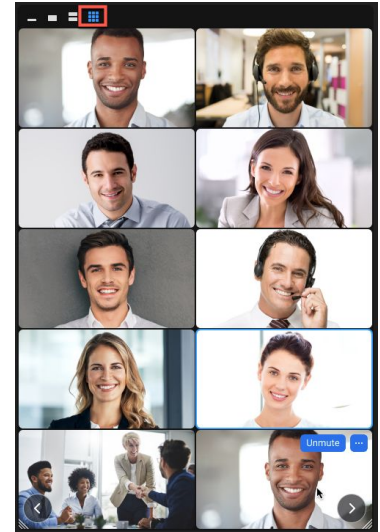
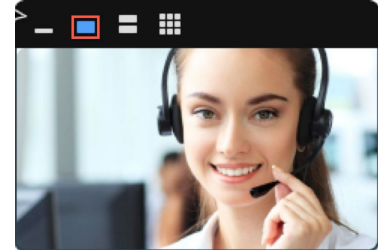
- Click on the arrow next to **Start Video** and **Choose Virtual Background**



- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.
- Please check our conference website for the official virtual backgrounds for download.

# Camera Views

- The host and co-hosts can control their own camera views.
- The host's camera view is what is set by default on the participants, but each participant can set their own camera view as well.
- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared
- To change the view find the Speaker Control Strip at the top right of the screen (only appears when there is more than one active camera)



# Beginning Webinar Session - Speakers

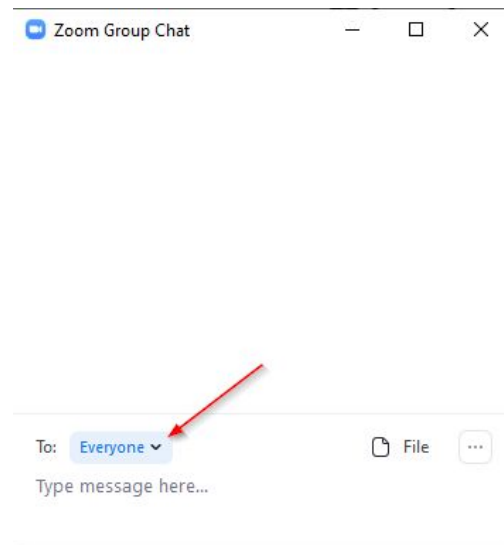
- On the day of the webinar, join the session 15 minutes before the start by clicking the “Join Webinar” button
- When you join the webinar as a panelist, you will be in a practice mode to ensure the speakers are all set.
- This will remain until the host begins the session by clicking broadcast
- Once **Broadcast** is clicked everyone waiting will join the session
- If you join and are brought to a waiting screen or let in as an attendee without a mic or camera, your email did not match the one on file for your speaker. Use the chat to message the host within Zoom to be promoted or in the bottom right of the IADR Webinar Connect platform use the chat box.

Practice Mode Only: Attendees cannot join until you broadcast.

Broadcast

# Chat Tool

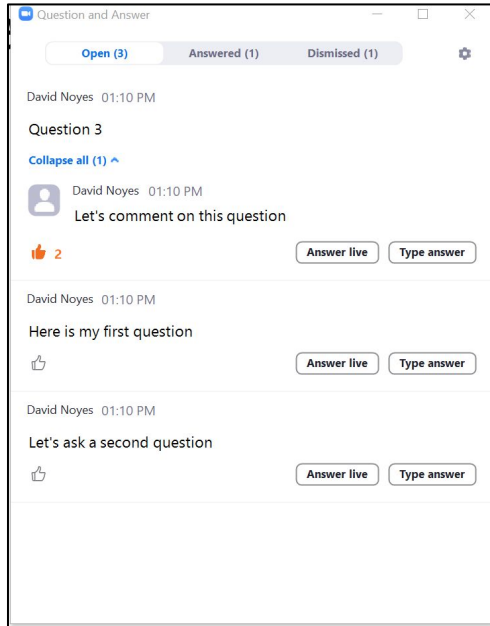
- The chat feature can be used to communicate with attendees throughout the meeting
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files.
- Questions and comments may come into this tool, though Webinars also have a Q&A tool specifically for questions.



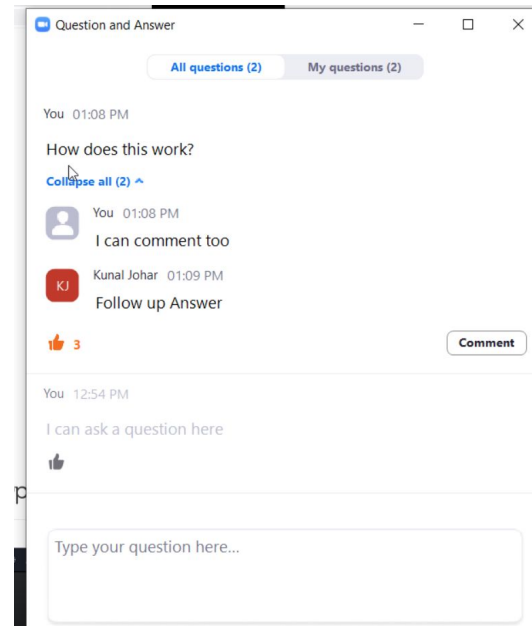
# Webinar Q&A Tool

- Attendees are encouraged to ask questions through the Q&A tool.
- Questions sent in by attendees are visible to attendees and panelists.

Example panelist/speaker view:



What Attendees See:



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# Important Tips

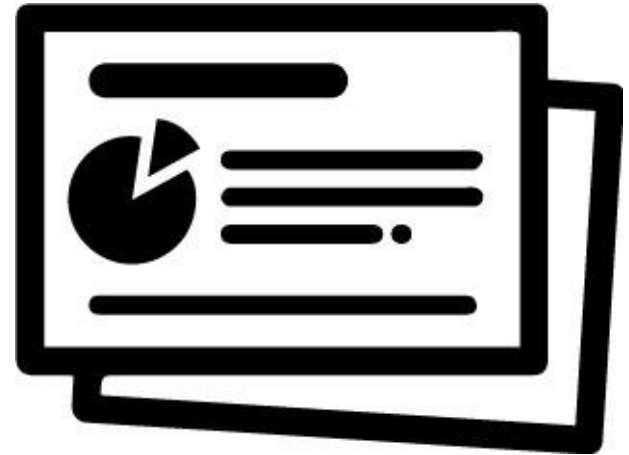
— Prepare for Your Presentation —

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# Preparing Your Presentation Slides

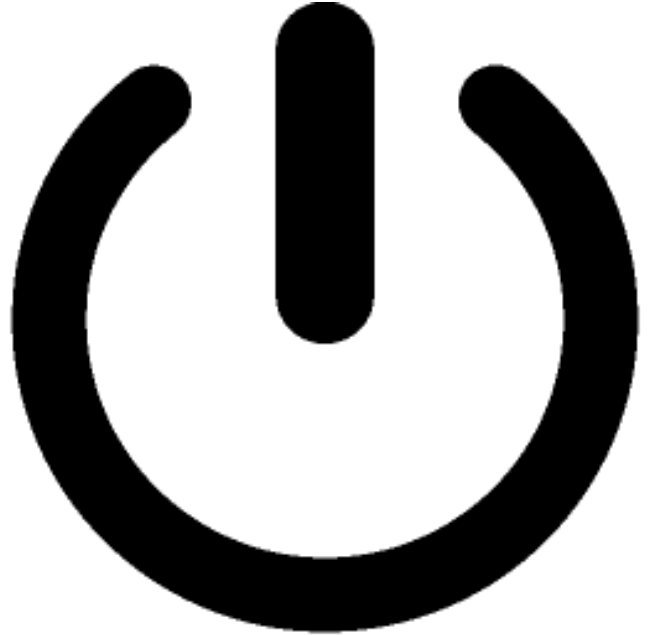
- Slides should be in 16:9 format
- Use a font size larger than 16 points.
- Use fonts with consistently thick lines.
- Members of your audience may be color blind. For graphs, avoid using red and green together. Blue/orange is a common colorblind-friendly palette. Blue/red or blue/brown can be used as a substitute.
- Use a high color contrast for text and background of slides (such as dark text on a light background).





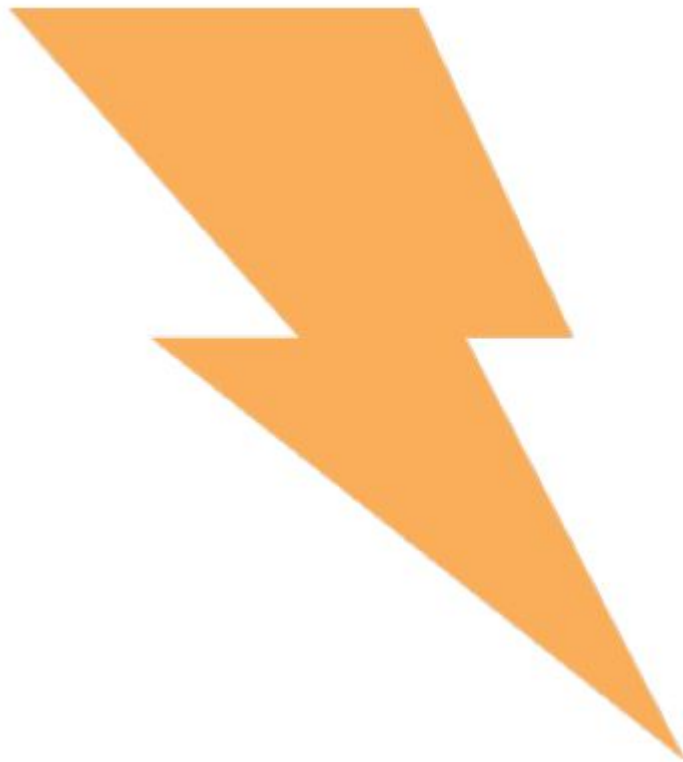
# Computer

- Restart your computer before the webinar to ensure no updates or other programs are taking memory.
- Close any programs you are not using



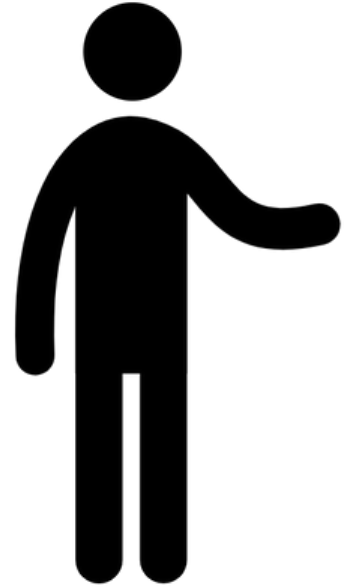
# Power & Internet

- Connect to a power source
- Make sure your laptop/device is fully charged
- Make sure your wireless keyboard and mouse are fully charged
- If using wireless headphones, charge before session
- A stable, high quality internet connection is critical for Zoom. Ensure you are near your internet source.



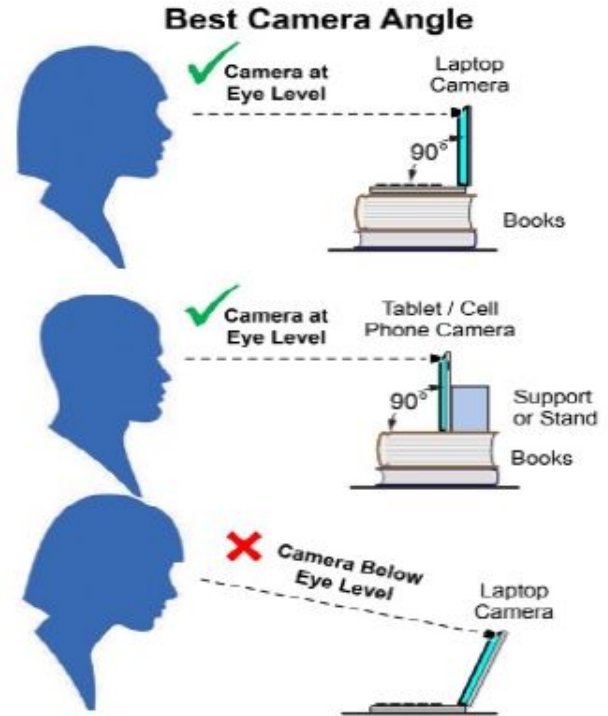
# Position Yourself

- Stand up, if possible.
- If you prefer to sit, lean forward.
- Avoid slouching away from the camera.
- Wear solid-colored clothing, avoiding green.
- Try to limit the amount of room above your head.



# Placing Your Web Camera

- Your camera should be at eyelevel or slightly higher, within two feet of you for optimal framing.
- Place any notes near the camera so you are not looking down reading.





# Lighting

- Shoot in a well-lit area; if possible, find a location with access to diffuse natural light that you can control and positioned towards your face.
- Prevent yourself looking silhouetted – avoid bright lights or windows behind you.
- If using artificial lighting, placing lights on both sides of computer and directly above create a studio effect.

