



# General Tips for 4-H Presentations on Zoom

- ☛ While your presentation will be given online instead of in-person, you are expected to dress neatly and appropriately.
- ☛ Be prepared to present. Have everything you need (note cards, props, visuals, etc.) ready to go.
- ☛ Presenting online you won't be able to make eye contact as you would in-person but look into your camera as you present to the audience.
- ☛ Without a live audience you won't have the same room energy, but be enthusiastic and show you're knowledgeable about your topic.
- ☛ Plan to make your presentation in a quiet area where you won't be distracted or disturbed.
- ☛ Check internet access or Wi-fi reception for where you'll present. You want to have a good connection to avoid technical issues.
- ☛ **Rehearse.** Go through your presentation in the room and with the device you'll be using so you're comfortable with the setup.

## Tips for Presentation Types

### *Illustrated Talk*

If you're using a digital slide tool (PowerPoint, Keynote, or other), read through how to share your screen on Zoom.

If you're using poster board, make sure your board can be seen and read during your presentation.

### *Demonstration*

If possible, have a parent or family member hold the camera in a position that will show your audience what you're demonstrating. Practicing a few times will help you figure out the best camera angles

### *Formal Speech*

Make sure you have your material ready and any notes you're using are easy to see.

### *Performance*

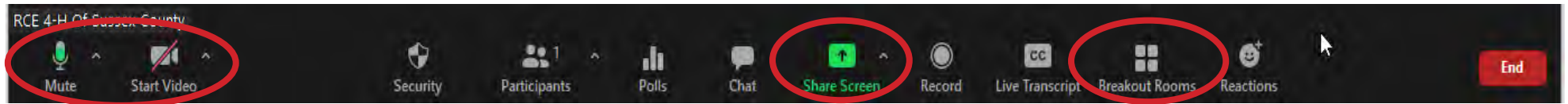
Check your room for space and lighting. If your performance involves audio (singing or a musical instrument), check the sound levels on your microphone. You may need to adjust them before you start. See the Audio Setting section for more information.



# Zoom for 4-H Public Presentations



## Zoom Control Bar



### Audio and Video Settings

It's a good idea to check your audio and video settings before the Presentations meeting starts. Zoom may guide you to do this, but you can find the controls on the menu for each button.

See *Zoom Audio and Video settings* for more information.

### Share Screen

If you are giving an illustrated talk and using slides (PowerPoint, Keynote) or other images, you will want to share your screen.

Click the green **Share Screen** button.

You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.

See *Zoom Screen Share* for more information.

### Breakout Rooms

During the Zoom meeting, you will be assigned to a Breakout Room to make your presentation.

Your host will provide you give you any directions necessary for getting to your Breakout Room.

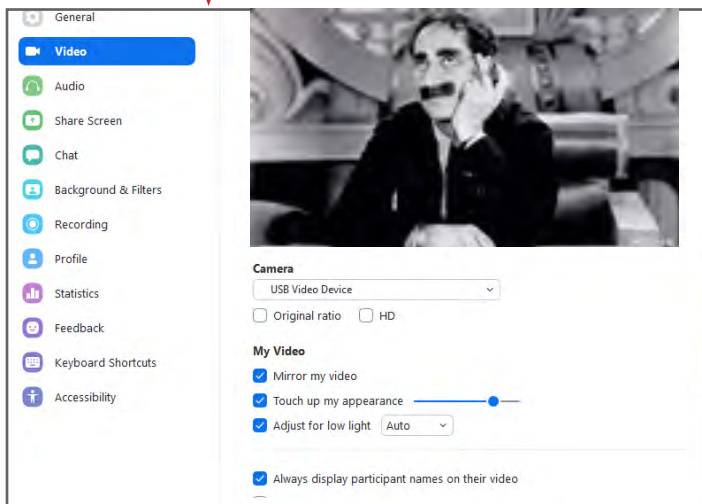
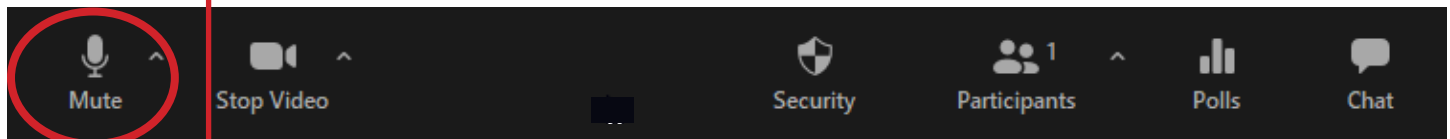
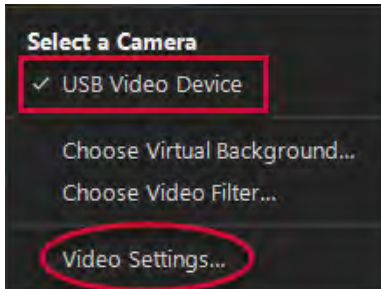
Your Breakout Room was assigned based on the email you entered in Zoom when you confirmed the night you would be giving your presentation.

Please make sure the name listed identifies the presenter—and not someone else.

See *Changing Your Name in Zoom* for directions.

Please keep your sound muted unless you are presenting or asking a question.

# Zoom Video Settings



Zoom will often prompt you to test or select your audio and video settings before your meeting starts. You can also access these from the Control Bar during a meeting.

Click on the microphone icon to see your video options. Make sure the camera you want to use is selected, or click to choose another, if listed.

Clicking on video settings will bring up a screen with more options. These allow you to make basic adjustments to your image on Zoom. You can adjust these to your liking.

**Tip:**

If you're in a dark room, adjusting for low light will help others to see you better. The auto setting is good for most situations, but if it's really dark, you may want to try the manual adjustment.

For more information and guidance go to,

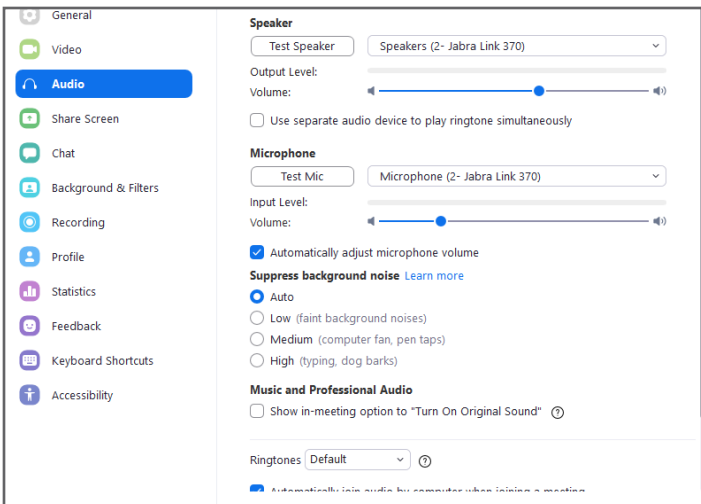
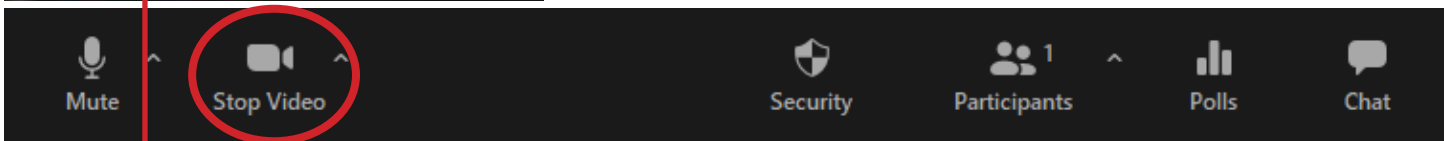
[Zoom Support: Audio, Video, Sharing](#)

# Zoom Audio Settings



It's always good practice to test your audio settings before a meeting—especially if you have more than one choice for speakers or microphone. Zoom may give you the option to test these but you can also test these once you're in a meeting.

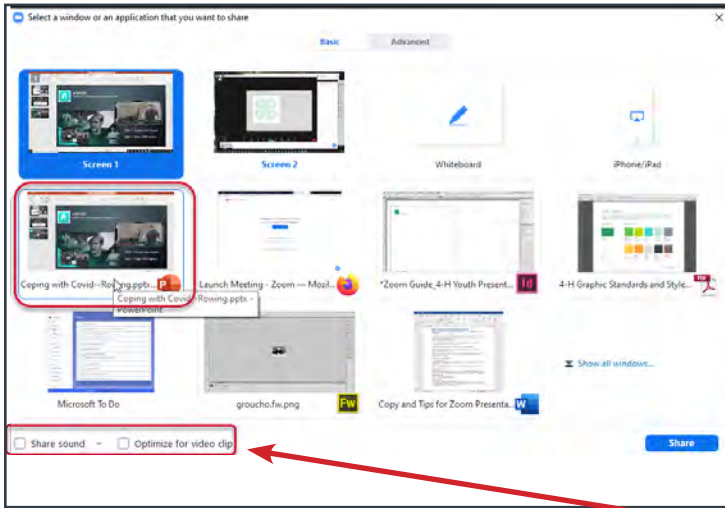
Click the camera icon to see your audio options. Make sure the microphone and speaker you plan to use are selected. You can select Test to make sure everything is working or make changes.



Clicking on audio settings will give you more options. Most of these will not affect your audio for public presentations, but you can adjust them, if you choose. Some settings are controlled by the Host.

For more information and guidance go to, [Zoom Support: Audio, Video, Sharing](#)

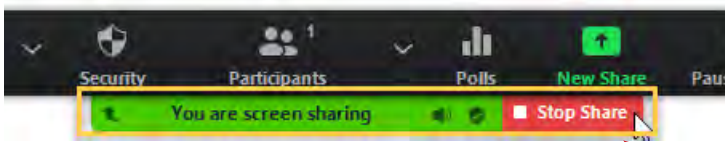
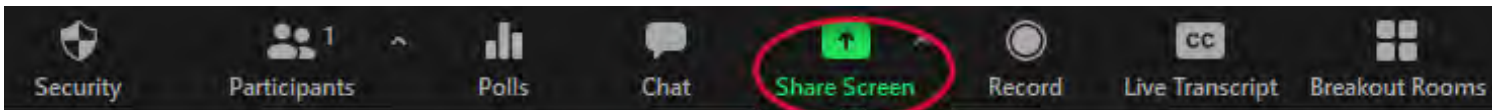
# Zoom Share Screen



To share an image or application (PowerPoint or Key-note), you'll need to click, *Share Screen*. This launches a screen where you'll choose what screen or application you're sharing.

**Tip:**

If you're including a video clip (YouTube or Vimeo), be sure to click the Share Sound and Optimize Video boxes. These will allow your audience to better see and hear your video.



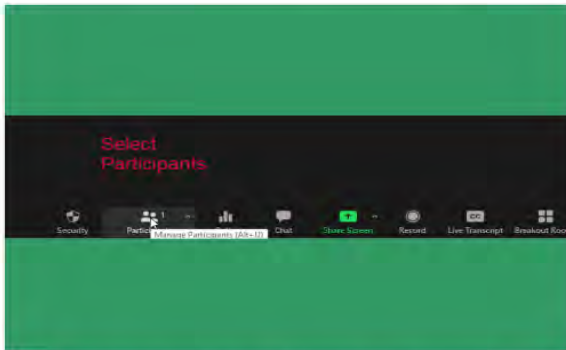
When you're done sharing, click the Stop Share button that appears under the Control Bar.

For more information and guidance go to, [Zoom/Support/Screen Sharing](https://support.zoom.us/joining-a-meeting/screen-sharing)

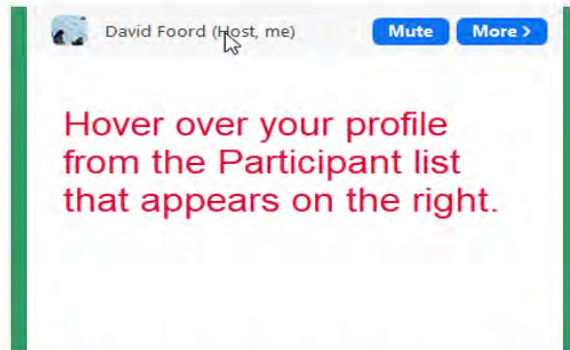


# Changing your Name in Zoom

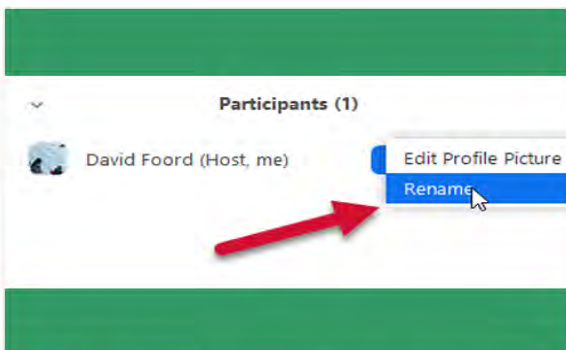
## *A Guide to Changing How Your Name Appears in Zoom*



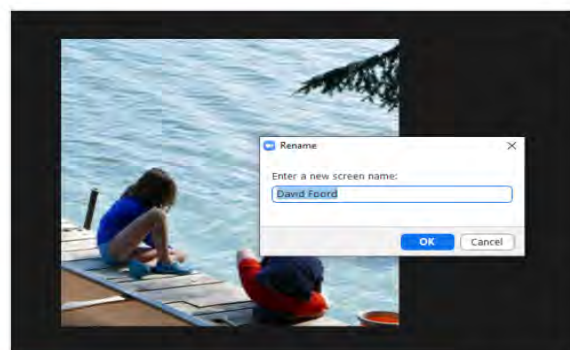
- 1** Select Participants from the control bar.  
A list of all the participants in the meeting will appear on the right side of the screen.



- 2** Find your name on the participant list and hover your mouse over the name.  
The Mute and More buttons will appear. Click on More.



- 3** Select Rename from the drop down menu.



- 4** Enter the name of the 4-H youth presenter.