



ICC SYDNEY REMOTE PRESENTER GUIDE



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WHAT YOU'LL NEED

Computer – with stable internet connection. A wired connection is ideal.

Zoom – ensure you have the latest version of [Zoom](#) installed on your computer.

Webcam – this may be in-built, or an external webcam. Refer to our [framing guide](#) for tips on how to best position yourself.

Power – your battery will drain faster than usual when on the Zoom meeting, so be prepared and have your computer plugged into power.

Speakers/Microphone – for us to hear you and for you to hear the program, you will need speakers and a microphone. This means using either a headset or the devices built in to your computer. If using a Bluetooth device, ensure it is well charged.

Lighting – make sure you have ample lighting in your presenting room/area. Lighting should be bright, but never coming from behind you. If the lighting in the room isn't adequate, we suggest adding a lamp near your computer screen.

A quiet room/area – choose a space with as little background noise as possible and where you will not be interrupted.

Slide deck (optional) – if you are presenting with slides, ensure they are saved locally on your computer. If you wish to play videos from within your presentation, having them embedded will allow for ease of playback.



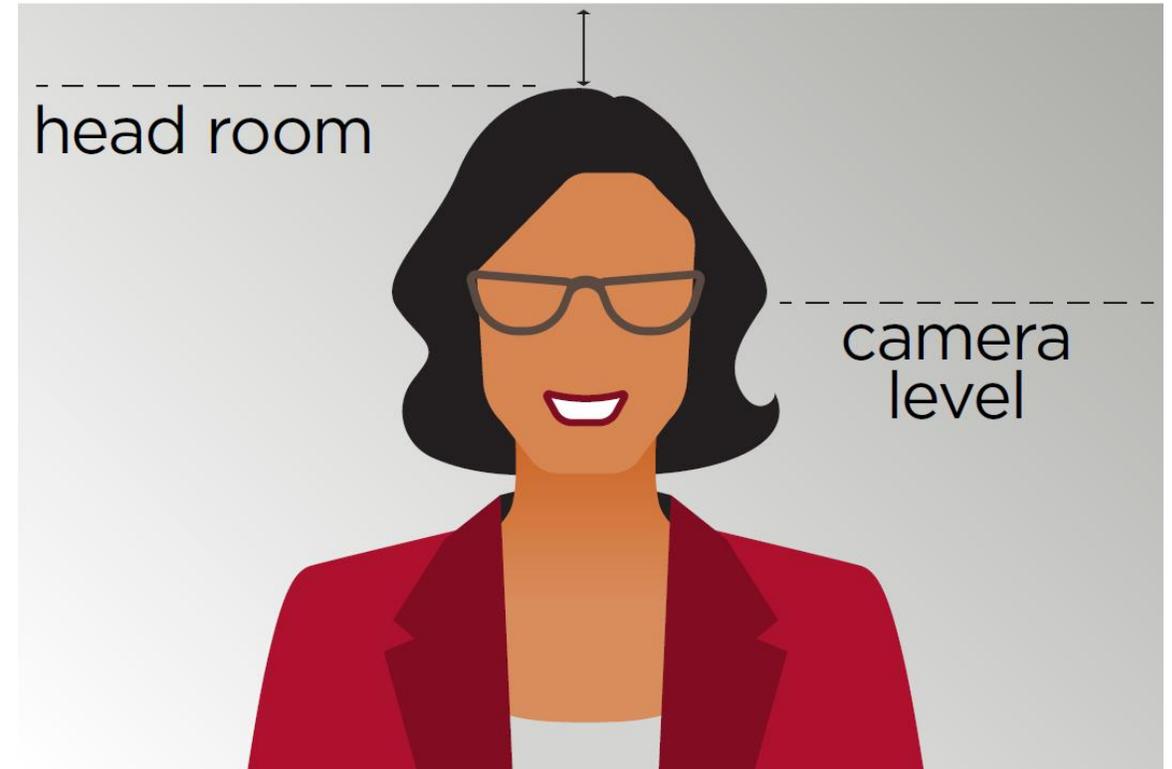
JOINING THE MEETING



- **Log in at least 15 to 30 minutes prior** to your scheduled start time. This allows for adequate time to conduct testing and troubleshooting if necessary.
- **Connect your headset to your computer** and do your best to conceal any cables, for example under your jacket.
- **To join the meeting click the link in the invitation**, follow the prompts, enter your First and Last, and click Join Meeting. The Zoom app will open and log you in.
- **Once the video call is established, you should be able to see and hear your AV event operator.** Please ensure that your camera and microphone are unmuted.
- **Your AV event operator will run through some brief testing**, provide an explanation of how the meeting will be run, and address any questions or concerns you may have.

FRAMING GUIDE

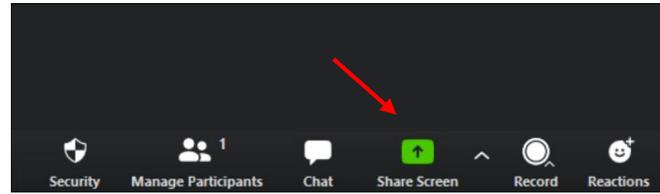
- **Centre yourself in the frame**, ensuring that your head and shoulders are fully in shot.
- **Adjust either your camera or seat height** so that your eyes are in line with the camera and looking straight down the barrel.
- **Ensure your camera/device is stable** and will not move during the meeting.
- **Choose a room or area with a clean backdrop** that isn't too distracting to the audience.
- **Attempt to frame your shot like the guide to the right**, taking note of the scale of the person relative to the frame, as well as the headroom.
- **Ensure that notifications are muted on your computer and phone.**



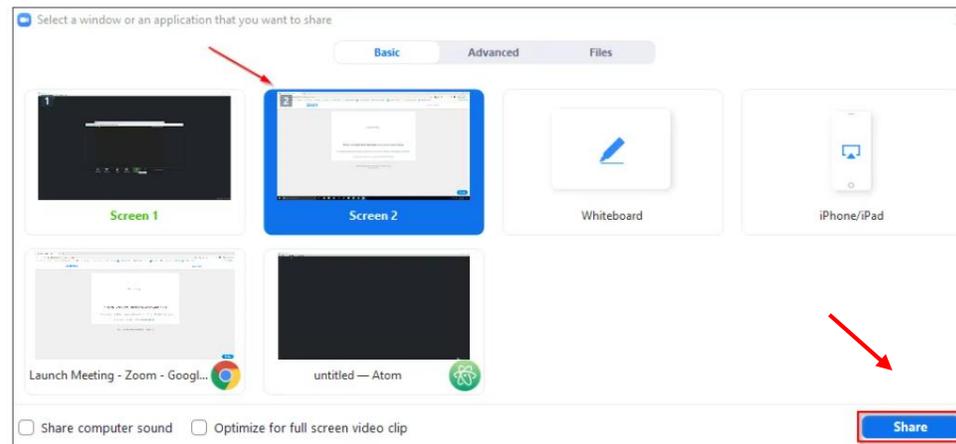
SCREEN SHARING

- If you plan to use slides during your presentation, you will need to share your screen. Follow these steps when you are in the Zoom meeting:

1. Select the green 'Share Screen' icon from Zoom meeting toolbar



2. Select which screen/application you wish to share, then 'share'



3. Put your presentation into presentation mode/fullscreen.

FAQ

Will I be sent the Zoom meeting details for my session?

Yes, the Zoom meeting details for your session will be sent to you by the event organiser.

Do I need to have a Zoom account to join the meeting?

No, a Zoom account is not required as you are only joining the meeting as a participant. However, for the optimum result, we recommend you download the Zoom desktop application, therefore in this instance you will require a Zoom account.

When should I join the Zoom meeting?

You should join the meeting at least 15 minutes before you are scheduled to present.

Will there be someone in the Zoom meeting when I join?

Yes, an ICC Sydney AV operator will be in the meeting waiting for you to join.

Is it possible to schedule a test or rehearsal in the days before the event?

Yes, please arrange this with your event organiser who will then book time with the Connect Hub team at ICC Sydney.

If I have a presentation, will I be able to share it with the in-person attendees?

Yes, the AV operator online will assist you in sharing your presentation through Zoom.

I have a video in my presentation, will this be playable through Zoom?

We strongly recommend not embedding or playing videos through Zoom. Ideally it is best to send any videos to us in advance. The remote presenter operator will always do their best to optimise screenshare for video playback.

Do I need to mute and unmute my audio during the session when I am not speaking?

Muting and unmuting your audio is best practice within sessions that include multiple remote presenters. If you are presenting alone, then you may leave your audio unmuted throughout.

Will I be able to see and hear the other in-room presenters and attendees during my session?

Yes, you will have consistent video and audio from the room.

I would like to record my presentation, how do I organise this?

If you would like to have your presentation recorded, please make this known to the event organiser before the day of the event. If your presentation is to be recorded, the AV operator will initiate the Zoom recording for you.

Can I join the meeting from a phone or tablet?

While it is possible to join the meeting using your phone or tablet, we advise that you use a laptop or desktop computer as this creates the best viewing experience for attendees.

QUESTIONS?

GET IN TOUCH



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