

Tangible Culture, LLC

www.TangibleCultureLLC.com

Tips for Zoom Lecture Hosts

I'm so excited to speak to your guild via Zoom! Here are a few tips that will help my presentation go smoothly.

I will need the person hosting the meeting to give me a few different permissions when it is my turn to present.

1. Allow me to share my screen. This will let me share the power point presentation with all of the quilt pictures
 - a. To do this click security at the bottom of your screen. Then under the heading "Allow participants to" make sure that "share screen" is clicked. It will have a check mark next to it to show that permission has been granted to share screens.
 - b. This can be done any time before I speak in the meeting so if you want to enable this at the beginning or just before I talk, either is fine.
2. Spotlight my screen when it is my turn to present. This will ensure that my screen is what everyone watching the Zoom presentation sees. When I'm done talking you will remove me from the Spotlight.
 - a. There are two ways to spotlight someone in Zoom:
 - i. Hover over the person's name in the participants list. Select more and then click spotlight video.
 - ii. Hover over the person's video in the grid of participants. Click the "... " in the upper right. Select Spotlight Video
 - b. To cancel the spotlight hover over my video on your screen and select "Cancel the spotlight video" in the top left corner.
3. Assist with the Q&A after my talk.
 - a. There are two ways for participants to let you know they want to ask a question.
 - i. They can write their question in the chat.
 1. If this is shared with Everyone or with me in particular I will see the question. I will read the question out and then provide an answer.
 2. If the writer accidentally just shares with the host I will need you to let me know that there is a question I have missed. Please read the question out and I will answer it.
 - ii. They can raise their hand to signal they want a turn to speak.
 1. Only the host can see raised hands, which will appear as a hand symbol next to the person's name in the participant list.
 2. The host can unmute the participant so they can ask their question. I will then answer it.
 3. You can "lower the hand" of the person who asked the question by hovering over their name, right clicking and selecting "lower hand." That way you will know who has had a chance to ask their question and who hasn't.