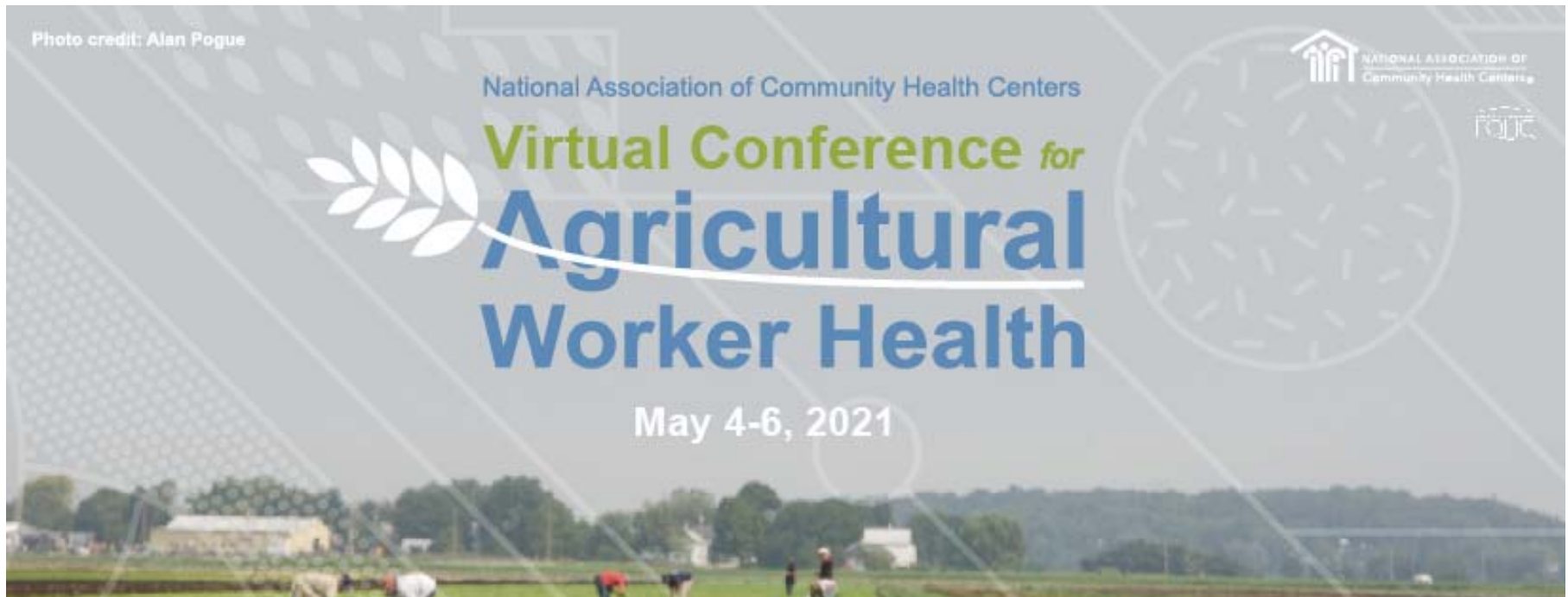


Speaker / Moderator Checklist



Overview

- Ready... Prepare Your Tools 3
- Ready... Prepare Your Studio 4
- Set... Prepare Your Workspace 5
- Go! Before the Session Begins 6
- More information about Digitell 7
- Information about the Live Presentation 8
- The Participant Perspective 9
- More information about Zoom 10
- Tips for Giving Your Presentation 11

Ready... Prepare your Tools

Below are recommendations for your Conference for Agricultural Health virtual presentation. They are optional and NACHC is not responsible for providing them nor reimbursing speakers for these costs.

Webcam



- Digitell recommends a high-definition camera with a definition of 1080 pixels. As built-in laptop webcams are typically not of sufficient quality, they recommend the **Logitech HD Pro Webcam C920** which can be placed on top of your computer or monitor.

Audio



- You should use a headset and microphone, especially to improve microphone quality. This also helps to reduce the impact of ambient/surrounding sounds being picked up and broadcast by the microphone.
- A wired connection from the headset to the computer helps avoid Bluetooth and charging issues with wireless models.

Ready... Prepare your Studio



Keep it Quiet and Free of interruptions

- If you can, place a sign on the door so family members and others know not to interrupt you.
- Closing the door will keep pets and small children out (no guarantees!)



Lighting

- Test your setup at the same time of day as your planned session. What lighting is needed in the room? Does afternoon sunlight make the room brighter than at other times of day?
- Avoid having your back to a window, as you can end up in silhouette!
- Consider using a **Ring Light** to ensure your face is evenly lit from the front (or the side, to compensate for natural light placing half your face in shadow)



Backdrop

- Try to avoid backdrops that are busy, cluttered, or may have people walking past (this is more challenging during the COVID-crisis)
- Consider hanging fabric in front of a book-case or closet.
- Experiment with one of the Zoom Virtual Backgrounds, where you can add your own image to the library.

Set...

Prepare your Workspace



Have a Plan B to join the Session

- Print out the phone number to join the session by audio if needed.
- Ensure the Hosting Team has a copy of your slide deck so they can continue to share these with participants if you lose access to the session.



Clear Away Distractions

- Close any apps on your computer that you won't be using.
- Disable notifications and alerts from your computer and phone.



Have Hard Copies of the Session and Slide Deck to hand

- Print out your presentation. If you lose connection to the session, you can continue to speak to your slides while they are being presented by the Hosting Team.



Create a Group Messaging Chat with the Hosting Team

- This allows quick and easy communication to the whole team, without needing to navigate through the Digitell chat tool.
- Use it to share time warnings, feedback on camera/audio issues, or to signal a change in plan.

Go! Before the Session Begins...



Take a Bathroom Break!

- You will be in the session for 90 minutes in addition to the 60 minute prep prior to the session start, so it's a good idea to visit the bathroom before starting.



Have Refreshments available

- It's important to remain hydrated during your session. And be able to deal with a dry throat or a cough.
- (But keep the first item above in mind!)

And Remember to enjoy yourself!

More information about Digitell

The Conference for Agricultural Worker Health will be hosted by Digitell, and participants will login to the Digitell player to access the session.

- **Digitell Virtual Event Speaker Experience** [\[Link\]](#)
 - This reviews the physical setup you should create for your session and how to use your equipment well.
- **Webcam and Best Practices** [\[Link\]](#)
 - This page has a useful video of tips to get the best use of your webcam (Lighting! Position!)
- **Day of Presentation:**
 - Digitell will email a link to join a breakout room to connect with your event producer. The producer and will test your audio and video.
 - After all the checks are complete, the producer will countdown to the live presentation.

Information about the Live Presentation

- The virtual moderator will introduce you and give the virtual audience information on chat and questions features within the platform.
- Welcome the virtual audience.
- Make eye contact with the camera.
- The virtual moderator will be moderating the chat room and will post questions raised within the virtual platform to speakers.

The Participant Perspective



More information about Zoom

As the Presenter, your Moderator will run your session from the Zoom app and give you controls, if you request it, when it's your time to speak.



Join the Session from Zoom, and the Digitell tech will review your camera and audio connectivity.

Tips for Giving Your Presentation

- **What to Wear.** It's best to wear solid colors, jewel tones, navy suits are better than black or gray ones – avoid stripes or wild patterns. Blush or lipstick are a good idea to help from looking washed-out on camera.
- **Practice, practice, practice!** The audience will know if you are just winging it, so be sure to familiarize yourself with your presentation to the point where you could conceivably conduct the entire session without slides or, at most, with just notecards.
- **Breathe.** This may sound simple enough but remember to breathe and pace yourself during your presentation. It is okay to take your time to convey your thoughts and with enough practice (practice, practice), you will know exactly how slow or fast you need to go to get through everything you have prepared.
- **Presentation template.** If you would like to use the NACHC template, contact your NACHC staff liaison to email it to you. Otherwise, you may use your own.

Thank You!

- Thank you for joining us for this virtual conference.
- Thank you for your commitment to the Health Center Movement.
- Thank you for your time and expertise to the health center community during these unprecedented times.
- We are here to support you! Please don't hesitate to reach out to your NACHC staff liaison for any assistance you need.