

## Advice for those presenting talks at AJ2020

If you plan to use Powerpoint please change these settings for your slideshow as described [here](#) for a PC. For a mac go to the menu Powerpoint>Preferences> and set it so you “always start presenter view with two displays”

This will enable your Powerpoint presentation window to be shared in Zoom without any issues.

Sharing works best in side by side mode as then you can see your presentation and yourself. To set this go to Zoom.us>preferences> select share screen on the left and then tick side-by side mode.

Join the meeting using these Zoom links at least 10 minutes before your talk is scheduled

Questions will be posed using the Chat feature. We strongly advise that you close the chat window in Zoom before your presentation so that you are not distracted by people posing questions using Chat during your presentation.

To present your talk you need to Share your screen. The Hosts will control who can share their screens, so you will not be able to do this until just before you start your talk.

So when it comes time for your presentation

- Open your Powerpoint or keynote presentation but NOT in full screen mode
- unmute your audio
- unmute your video
- share your screen
- Enter full screen mode on your presentation
- (note you will have a choice of which screen you choose to share, one option that works well is to just share the powerpoint window)
  - In Keynote, do this through: Play > Play Slideshow in Window.
  - In Powerpoint, do this using F5 on a PC or starting slideshow by the usual means on a Mac

Note: You can test all this by creating your own personal Zoom meeting beforehand.