

Guidelines for Live Remote Workshops at NACSW's Convention

Congratulations on presenting a live, remote workshop for NACSW's Convention 2020! To support your session, NACSW will be setting up a Zoom link enabling you to connect to convention attendees by logging into your session from computer or mobile device. After November 1st, you will find the Zoom link you will be using for this session on the Convention website at: <https://nacsw.connectedcommunity.org>.

Tips for Your Live Remote Presentation

- Make sure you are in a well-lit area. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, your face may be "washed out."
- Put your camera at face level relatively close to you. Adjust your camera (or your seating) if necessary.
- Remove any distractions in your background (clutter, clothes, bedding, etc.). Clean up your room and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly).
- Make sure you are in a quiet area with a minimal possibility of background noise or distractions. Barking dogs, slamming doors, other people, and even some types of clothing or jewelry could be picked up by session participants and can be distracting.
- If you can, connect to the internet via an ethernet cable. Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection, so wire in when you can.
- If you plan to use PowerPoint for your presentation, before you connect to the Zoom session, have the PowerPoint presentation open on your desktop.
- If you want to share your screen (for example, to share your PowerPoint), click on the green "share" icon on the Zoom control bar (usually at the bottom of your screen), either select your PowerPoint program or "screen" to share your whole screen, and then click on blue "share" button. To stop sharing (so you can see participants again on your screen), click on the red "Stop Share" button at the top of your screen.
- If you want to mute all of your participants, you can press Alt+M (if you have a PC) or Cmd+Ctrl+M (if you have a Mac).
- As much as possible, look at the camera (rather than the on-screen faces of participants) to increase your "eye contact" (and use your peripheral vision to watch participants' faces and body language).

On the Day of Your Live Remote Session

- If at all possible, we highly recommend that you use a cable connection to the Internet (instead of WiFi) for a faster and more dependable Internet connection.
- Close any other open programs on your computer (except those you might be sharing during your session) – especially email programs.
- We recommend that you use ear buds with a built-in microphone since this tends to provide the best audio quality and control over feedback in your session.
- 15 minutes before it is time for your workshop to begin, click on the Zoom link we have provided you to start your session.

NACSW will be hosting and recording a practice session during October, as well as developing and distributing additional instructions for your live remote session.

Most of all, we greatly appreciate the important contribution your live remote session will add to NACSW's virtual workshop program!