

Virtual Presenter Tips for TSMC 2020

Before the Event

- Make sure you **have a good internet connection** with enough bandwidth to connect. Try to limit devices connected to the internet to avoid taking up too much bandwidth.
- **Download Zoom** ahead of time to make joining go smoother. You can also join from your browser if you are unable to download Zoom, but some functionality may be limited.
 - Note: screenshare is not available in the browser version. If you cannot download Zoom to your work computer, try downloading to your personal computer. If that is also not an option, please contact Christy Carson at ccarson@ues.com so she can share your slides during your presentation.
- **Test your audio, microphone, and video.** Pro tip: try using a USB headset if you have one, as it captures better audio than your computer's built-in microphone.
- **Send your presentation and poll questions** to Christy Carson at ccarson@ues.com by Friday, September 18.
- **Join the conversation** on social media to connect with attendees and other presenters. Try joining the group on Facebook or LinkedIn or using the event hashtag #TSMC2020! Post about your upcoming talk and other talks and sessions you're looking forward to. Interact with others who are posting as well.
 - **Twitter:** Use hashtag #TSMC2020
 - **Facebook:** <https://www.facebook.com/groups/tsmc2020>
 - **LinkedIn:** <https://www.linkedin.com/groups/8981103/>
- **Get set up** for your presentation.
 - Pick a **quiet area** to present from.
 - Choose a **non-distracting background** or use the TSMC 2020 virtual background.
 - Pick an area with plenty of **light in front of you.**
 - Place your computer so your **camera is at eye-level.**

During the event

- **Join your session early** to make sure you have time to fix any last-minute technical issues. While you're there, start chatting with the attendees and other presenters!
 - You can send chats to all presenters, presenters and attendees, or specific people. Double-check these options in the drop-down menu.
- If you experience issues you can't resolve, please **reach out to the UES Support team** for assistance. Contact Christy Carson at ccarson@ues.com or Lorrie Strausbaugh at lstrausbaugh@ues.com.
- **Interact with attendees** using the poll and chat features, and don't forget that social media is a great way to continue the conversation.
 - Note: polls must be set up ahead of time. If you'd like to use the polling feature, you must send your poll questions to Christy Carson at ccarson@ues.com by Friday, September 18.
- **Turn your video and audio on** during your presentation and turn it off immediately after you finish your presentation.
- Make sure you **share your slides in presentation mode**, not edit mode.
- **Look at the camera** so your attendees feel more engaged and connected through eye contact.
- **Time yourself**, so your presentation will run smoothly and stay on schedule.
- Stick around until the end of your session to **answer questions in the Q&A** after the individual talks.

After the event

- Please **take our post-event survey** to tell us about your experience! We can use this information to improve the TSMC event in the future, as well as other events we pivot to make virtual or hybrid.
- **Continue the conversation** on social media! Find other people talking about the event by searching for the #TSMC2020 hashtag on Twitter and keep the conversation going. Check out the new Facebook and LinkedIn groups as well!
- To **get a video and/or audio recording** of your session, please contact Christy Carson at ccarson@ues.com.