

## CHIA PRESENTERS Zoom Instructions, Best Practices and Tips

### **Logging In and Program Setup** – *Please login 15 minutes before start time*

Refer to the calendar invite sent by CHIA and log into Zoom first, then follow the dial-in instructions. CHIA staff will be present to manage setup, recording, getting started and wrapping up the meeting. We will start the meeting promptly, and follow with:

- CHIA general remarks and introduction of Presenter (5 mins)
- Presentation (*refer to [Minimum Length of Presentation](#) section below*)
- Question/Answer
  - Held at the end to allow enough time, unless Presenter requests otherwise
  - Participants are muted and encouraged to chat questions for CHIA to read aloud
  - Presenter should come prepared with at least two to three (2-3) seed questions to stimulate questions and provide a buffer if minimum presentation time is not met
- CHIA concluding remarks (2 mins)

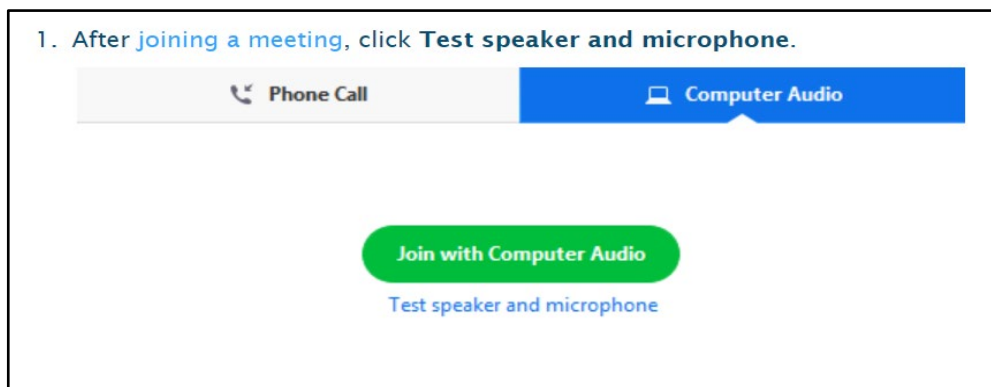
### **Zoom Platform Requirements**

CHIA uses the Zoom platform. To participate, you will need:

- Computer with reliable internet connection
- Zoom software; [View Zoom system requirements here](#)
- Microphone\*
- Webcam\*\* (*optional*)
- PowerPoint presentation open on desktop; presenter will share presentation directly

\*When joining, you will be prompted to select your audio preference: [computer](#) (preferred) or [telephone](#). **A headset is recommended** for use with either option for best audio quality. A laptop microphone is not recommended due to sound quality and noise disruption.

\*\*Presenter video is optional. See [Video Display During Presentation](#) section below for details.

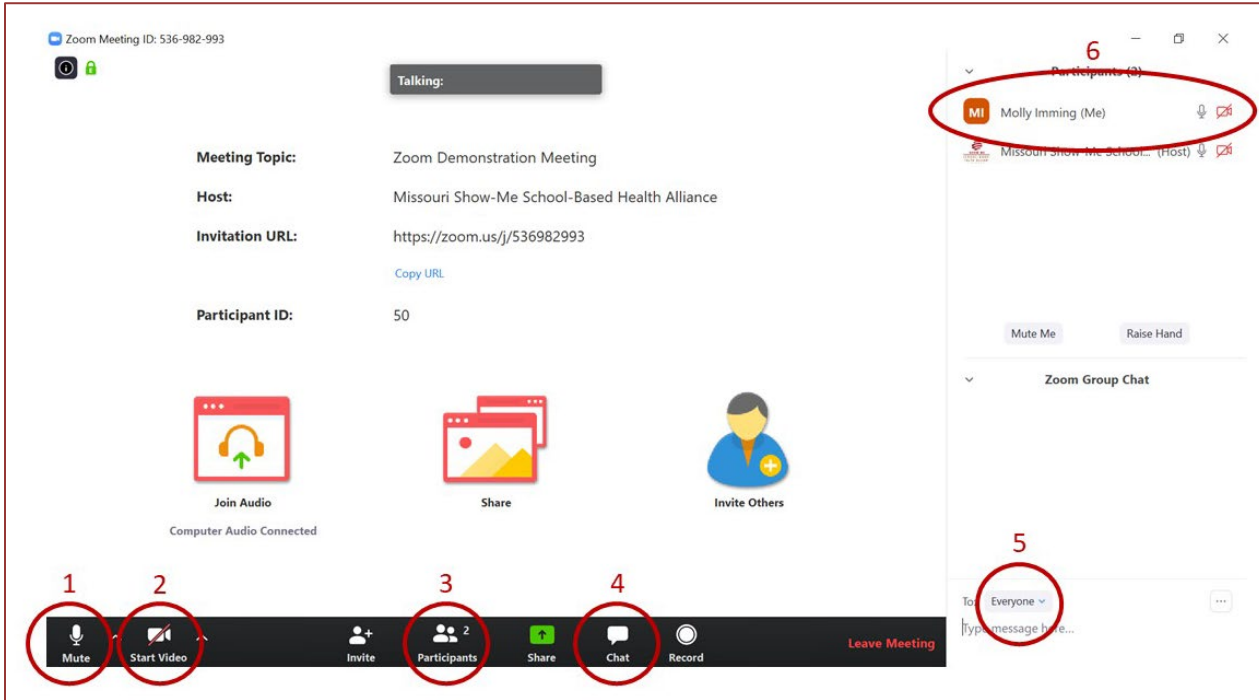


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### Zoom Navigation

When connected, a screen like this will be displayed.



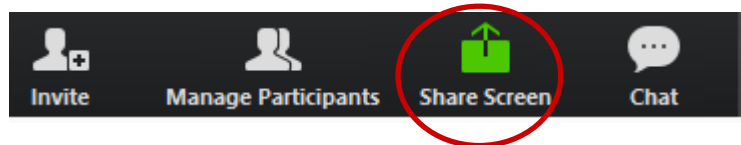
1. **Mute/Unmute**—Mute/unmute your computer audio. NOTE: If you have muted your phone by entering \*6 or via your phone’s mute button, you must unmute your phone by entering \*6 again or via your phone’s mute button.
2. **Video**—Turn on/off use your webcam.
3. **Participants**—View participant list; will appear on the right side of your screen.
4. **Chat**—Open chat window to send messages; will appear on the right side of your screen.
5. **Chat To**—Drop down menu to select chat recipient(s)
6. **Participant List**—your name will appear on the participant list with status icons
  - Rename: To rename yourself, right click on your name
  - Microphone icon: If black, you are unmuted; if red with a line through it, you are muted.
  - Camera: If black, webcam is on. If red with a line, webcam is off.

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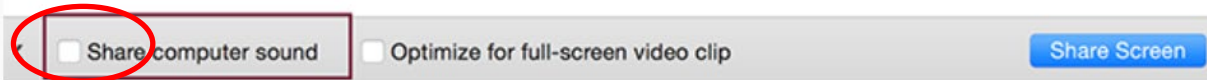
### Sharing the Presentation

The presenter will share the presentation directly. If sharing from a single monitor, the Presenter will not be able to see their PowerPoint notes. If using dual monitors, it is possible to share the presentation and see notes at the same time.

1. Within the open PowerPoint, select "Run Slide Show"
2. In Zoom, select "Share Screen"

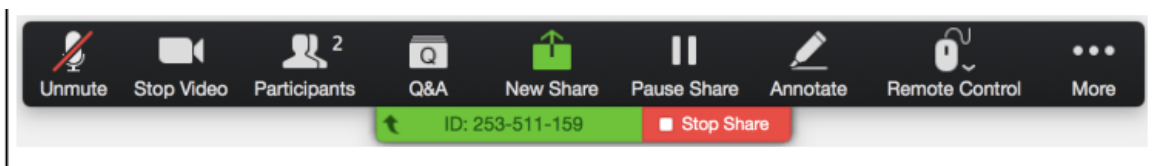


3. Choose sharing method
  - **Preferred Method:** Select the PowerPoint presentation, NOT the "screen" option. This ensures participants only see the presentation, not the computer screen and any activity during the presentation. The slide deck will appear as the main screen.
4. **VIDEO NOTE:** If the PowerPoint has video or animation, select "[share computer sound](#)".



- It is recommended to test the video to make sure it works prior to presentation. Additionally, it is important that the Presenter's computer speaker (not the microphone) be turned off while the video is played back to ensure there is no echo feedback into the computer and/or telephone headset.
5. When you share, the controls will appear in a moveable bar, typically at the top of the screen. You can drag it around as needed.

The controls auto-hide when not in use. Hover over the green/red section for the full control menu to appear. Select "More" to reveal more options, including the Chat function.



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### Best Practices

- **Minimum Length of Presentation:**

According to [AHIMA Recertification requirements](#), presentations must meet minimum lengths for continuing education unit (CEU) credit.

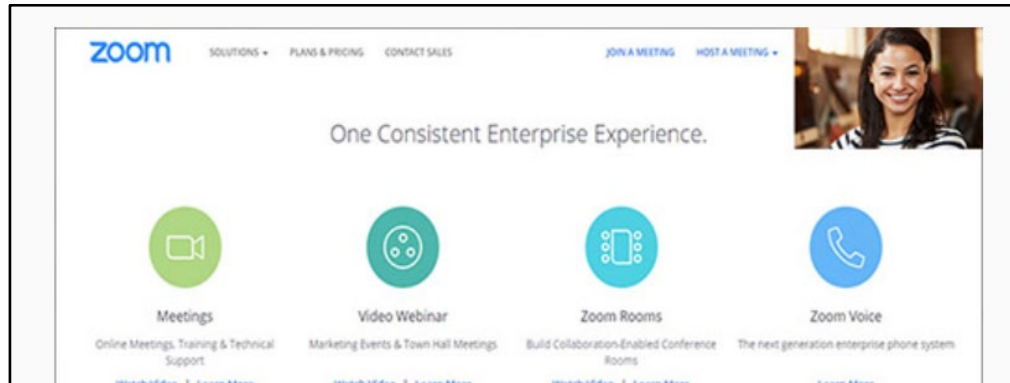
45 - 89 minutes (0.75-1.49 hrs)	1 CEUs
90 - 104 minutes (1.50-1.74 hrs)	1.5 CEUs
105 - 149 minutes (1.75-2.49 hrs)	2 CEUs

- **Seed Questions:** Presenter should come prepared with at least two to three (2-3) seed questions. **It is extremely important that sessions last the minimum length of time.** Seed questions will assist in providing a buffer in the event the meeting does not meet the required minimum time.
- **Test Audio Connections:** Test audio connections to ensure audio is clear (without echo) for both Presenter and CHIA (by use of computer and/or telephone headset). If an echo is present, the computer speaker may also be on and will need to be set to mute.
- **PowerPoint Embedded Videos:** Presenter should let CHIA know if videos are incorporated into the PowerPoint. This will be important to note as screen sharing settings will need to be set correctly to ensure audio is heard during the recording.
- **Close All Applications:** Ensure all windows are closed, except the PowerPoint presentation. Close all email application(s), chat windows (Teams, Skype, etc.) to avoid pop-ups and/or notifications that would be displayed during the recording of your presentation. This will avoid any distractions and eliminate confusion.
- **Background Noise Disruption:** Ensure cellphones/telephones are set to silent and volumes are off. Ideally, a quiet/comfortable location, free from background noise and distraction is important to achieve the best audio quality.
- **Panel Presentations (*more than one Presenter*):** If there is more than one Presenter for the recording, identify who will be responsible for advancing the slides. It is recommended that only one individual share their screen and advance the slides.
- **Water Breaks:** Consider having some water available to sip in case your throat goes dry.
- **Question/Answer Slide (*optional*):** If desired, the Presenter may include their email address on a final Q/A slide so viewers can email them directly for any questions.

## CHIA PRESENTERS Zoom Instructions, Best Practices and Tips

- **Video Display During Presentation** *(Optional)*:

The Zoom recording settings are configured with “Screen Share with Active Speaker” and the cloud settings set to “Active Speaker with Thumbnail View.” This means that if a video is on, the active speaker video will be displayed in the upper right corner during the recording.



- If Presenter prefers to turn video off, only the shared presentation will be displayed. For consistency, video will not be used by CHIA or Committee Host.
- **Zoom Virtual Background:** If using video, you can change the background image by [viewing instructions here](#).
- **Ending the Presentation:** When the presentation is complete, the Presenter should leave the PowerPoint presentation on the ending slide. CHIA will thank you for the presentation then stop the recording. **Presenter should not stop screen sharing or close the PowerPoint presentation until after the recording has stopped.**

### **PRESENTER: HANDOUT REMINDER**

**If you have not already done so, email final PowerPoint to CHIA** to be converted to a PDF handout for participants.