**SGU Student Conference Zoom July 12 – Advice for Presenters**

Watch the sample video: <https://youtu.be/Qo_pfDFsHlw>

[](https://www.youtube.com/watch?v=Qo_pfDFsHlw)

**Participant Roles**

* Student Moderator: MC, ask questions, keep conversation going
* Student Presenter: Present and answer questions about presentation
* Teacher: Tech Support and Facilitation
* Discussion Facilitator: Think of and ask good questions
* International Participants: Ask questions, engage in discussion, learn about Japan
* Everyone: Have fun!

**Preparation**

* Try to use a computer - iPads, tablets and mobile phones have less functions in Zoom
* Check your microphone is turned up (in your computer settings)
* Make sure your computer messenger apps have the sound off (and smartphone)

**Before starting your presentation**

* Relax and smile
* Share your screen: Ask teacher to “Please allow me to share my screen”
* Record your presentation: Ask teacher to “Please allow me to record”

**During the presentation**

* Show your smiling face. Look at the camera most of the time. Speak slowly and loudly. Stress key words.
* Point to key words and pictures on the PowerPoint with your cursor. Remember to use gestures.
* Make a fun atmosphere!
* If you make a mistake…. No problem! Just laugh and say “Sorry, one more time” …

**After the presentation**

* Stop recording after the Q&A. The recording file will save to your computer when the Zoom meeting ends.
* Follow your teacher’s instructions to upload into Moodle.