Tips for Using Zoom during NCEAS Annual Conference

**Zoom: Tips and Tricks for Virtual Teaching**

- **Set up for Success**
  - Prepare session
  - Test technology that you plan to use
  - Virtual Background

- **Presentation Tips**
  - Prepare slides with instructions and timeline
  - Break up content with interaction every 8-10 minutes
  - Share your screen
  - Using in meeting chat
  - Nonverbal feedback during presentation

- **Break out rooms**
  - Let participants introduce each other in small groups.
  - Encourage students to interact, interrupt and ask questions
  - Use participants’ names and explicitly invite participants to respond

- **Collaboration tools in Zoom**
  - Polling: [https://support.zoom.us/hc/en-us/articles/213756303-Polling-%20for](https://support.zoom.us/hc/en-us/articles/213756303-Polling-%20for)
  - Whiteboards [https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard](https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard)

- **Troubleshooting**
  - Plan for a secondary option if your device isn’t working correctly