



## 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>
  - Annotate function <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or->
  - Whiteboards <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