

## BEFORE THE DAY

### PLEASE CONFIRM IF YOU HAVE HANDOUTS

Attendees ALWAYS ask for the PowerPoint slides and/or handouts. This is totally up to you.

To share files you can

- Drop them into the chat box.
- ECTA can email them (send to [ectagld@gmail.com](mailto:ectagld@gmail.com) before conference) confirm when to send out
  - Before with instructions to PRINT AND BRING
  - For their own record only.
- You can also ask attendees to email you and request the handout.
- We can post the handout to the recordings page so everyone can access it. (or a link to your funnel or website)

### SEND US YOUR INVOICE

### SEND US YOUR ARTICLE FOR THE EDUCATING YOUNG CHILDREN JOURNAL

### CHECK ZOOM FOR UPDATES

Before the conference check if ZOOM has had any updates. If so, update or install ZOOM on your laptop or device you are presenting from. Those presenting from a hub site will be using EQ laptops in Brisbane and other sites may have laptops supplied by the school.

### PRESENTING A POWERPOINT (PPT)

**ALL HUB SITE PRESENTERS MUST BRING PRESENTATION ON USB.** *As you may be using a school PCs*

- Put ALL files (PPT Plus - Audio and video embedded in your PowerPoint or shared) on a USB. *You may or may not be able to use your laptop. Brisbane is using EQ laptops.*
- Keep fonts simple as they may not be on the other laptop. (When you plug in check the slide layout as if the font isn't there it will be substituted, and this may distort the layout) A trick to fix this is to save all the slides as jpgs then make a new PPT with the images only. Please note no links etc. or embedded video audio will work from an image.

## ON THE DAY

ALL session one and three presentations are being recorded and zoomed to all hub sites. If you are presenting from Brisbane people will be in the room with you. In session two ONLY the ZOOM sessions are recorded.

### Log in 20 Mins before your session (Go to your room if in hub site)

If zooming from home, click the link in your **Personal Agenda** page to log in. It has all your log ins for the sessions you are registered for. If you can't find the link go to our private links page <https://ecta.org.au/conflinks>

Password to join into a presentation is **ECTA2022**

You should see Waiting for presenter to start the session message.

### The ECTA Host will let you in.

If not let them know you are logged in so they can let you into the session from the Waiting room. The host will contact you before the day and give you, their details. If not, they will be on the webpage <https://ecta.org.au/conflinks>

If they don't respond, contact Jo via text as the ECTA Host hasn't started the session.

Joanne: 0417077412 and she will get someone to phone you.

Other numbers Kim 0418157280 For overseas presenters contact Kim Margaret Walters on Facebook Messenger

### ECTA Host will make you the Co-host so you can share your PowerPoint and screen.

### SET UP –

1. POWERPOINT or program you are using OPEN (*identify screen one and two if plugged into a data projector or second screen*)
2. Everything you don't need is CLOSED (*ZOOM loads everything open so it is ready to share. It works best if only what you are using is open.*)
3. ALL you need is OPEN. (*Videos, webpages, PPT, Canva etc etc.*)
4. Click **SHARE SCREEN** on ZOOM toolbar.

5. Select what you want to share from the window of everything open on your computer.  
**DON'T** select **SCREEN** - Instead select the **PPT** or file you want to share, so everyone doesn't see your toolbar etc.  
(Make sure it is correct version if you have two PPTs to choose from. You don't want them to see the presenter mode of PPT)
6. **Tick SHARE SOUND** and **OPTIMIZE FOR VIDEO boxes in bottom left corner IF** you are sharing PPT with audio or video embedded or a VIDEO or SOUND File. Attendees will not hear your sound if you don't  
**SEE ALL THE TIPS BELOW FOR POWERPOINT AND ZOOMING WITH TO SCREENS.**

### ONCE YOU ARE ALL SET UP

1. **ECTA HOST will ADMIT ALL** attendees into the session at **START TIME**  
(Click ADMIT ALL at top of Participants list)
2. **CLOSE OFF THE WAITING ROOM** So late comers come straight in  
(click security icon – Deselect Enable Waiting room)
3. Go to **Participants** window. Click **MORE** after your name in the list and select **SPOTLIGHT FOR EVERYONE**.  
This will mute all and enlarge your webcam or what you will be sharing.  
*Return later to turn this off and ask everyone to select Gallery view to chat or see everyone.*
4. Make sure everyone has **muted themselves** (Tell attendees to mute themselves until asked) (If you hear background noise coming from an attendee. Right click over their thumbnail and **MUTE THEM**.  
**YOU CAN ALSO GO BACK AND FOLLOW SPOTLIGHT**
5. **HOUSE KEEPING TO TELL ATTENDEES**
  - **THIS SESSION IS BEING RECORDED, YOUR CHATBOX COMMENTS MAY BE READ OUT AND RECORDED THE CHATBOX IS NOT VISIBLE IN THE RECORDING.**
  - **YOUR VIDEO AND AUDIO CONTRIBUTIONS WILL BE APART OF THE RECORDING.**
  - **ONLY THE PERSON SPEAKING IS RECORDED KEEP YOUR WEBCAMS ON DURING THE SESSION.**
  - **YOU CAN HOLD YOUR SPACE BAR DOWN TO ENABLE YOUR MIC.**
  - **TO ASK QUESTIONS:**
  - *Tell the attendees when and how they can ask questions.*
    - *Stop and ask questions during session or at the end.*
    - *Attendees can answer via chat box or webcam.*
  - **LET THEM KNOW IF YOU ARE SUPPLY HANDOUTS AND HOW.**
  - **GIVE ANY OTHER INSTRUCTIONS.**
6. Go to Participates window and select SPOTLIGHT FOR EVERYONE. This will mute all and enlarge your webcam.
7. **THEN SAY. 'OK WE ARE READY TO START'**  
**THIS IS WHERE KIM WILL EDIT THE VIDEO AND CUT OUT ALL THE HOUSEKEEPING ETC.**
8. Welcome everyone. My name is Kim Walters and I am presenting ..... at the ECTA Early Childhood Conference.
9. I'm presenting today from *Gympie* which is *Gubbi Gubbi* Land.
10. Just a little about myself .....
11. Begin your presentation
12. When finished The HOST WILL **END FOR ALL**

## HELP

You will have an ECTA Host assigned to your session. We will send you their phone number.

**ON THE DAY if you NEED HELP CONNECTING**

Send a TEXT to Joanne: 0417077412 and she will get someone to phone you.

Other numbers Kim: 0418157280

Your ECTA Host will email you their details.

## REQUEST RECORDING TO BE EDITED

If you have issues during the presentation that you would like edited out email Kim with approximate time it happened and what you want cut out before the recording is shared.

## BACKGROUND NOISE FROM ATTENDEE

**IF ANY ATTENDEE HAS BACKGROUND NOISE**

The computer with audio is the one that is captured in video. You want to make sure attendees are ALL MUTED unless asking questions. YOU CAN MUTE THEM (Hover over their thumbnail. Right Click and select MUTE).

**LINKS TO ALL SESSIONS FOUND AT <https://ecta.org.au/conflinks> PASSWORD to join sessions is ECTA2022**

## PRESENTER DROPS OUT

If we lose your connection, we will TRY TO GET YOU BACK.

**TRY TURNING YOUR COMPUTER ON AND OFF AND START AGAIN.**

If we can't get you back, we will direct attendees in your session to go to one of these pages to choose something else.

YOU or the ECTA HOST CAN PASTE THE LINK FOR YOUR SESSION IN THE CHAT BOX. TELL THEM TO GO SELECT SOMETHING ELSE.

These pages have links to all the presentations in each session PASSWORD TO JOIN SESSIONS IS ECTA2022

<https://ecta.org.au/concurrent1>

<https://ecta.org.au/concurrent2>

<https://ecta.org.au/concurrent3>

After the conference we will have you record the session for us so we can share it with attendees.

## SETTING UP

The host will help you set up and check you are all ready before we let in the attendees.

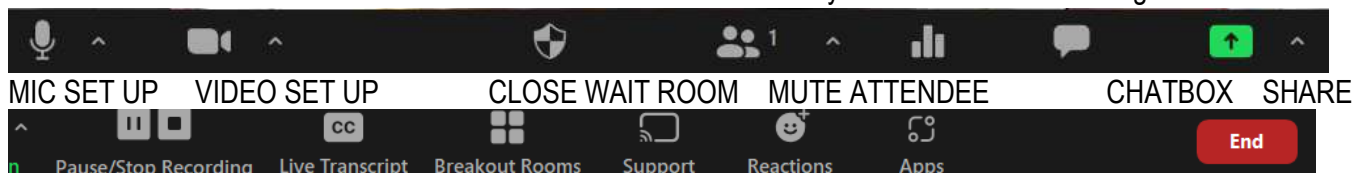
**PLUG IN to the internet using a LAN cord instead of using Wi-Fi** so signal is as strong as possible. (*low bandwidth causes issues with video and audio*)

Close everything you are not using down.

Open only the PowerPoint and files you wish to display and open websites you wish to visit etc. All these will then appear in the ZOOM Share window separately.

## ZOOM TOOLBAR

Here is the ZOOM toolbar. It will look different on each device. Check your sound and video using the first two icons.



## CHAT BOX

**Tell the host if you will read the CHAT box yourself.**

It is useful to have another device available logged in to read the chat box so it doesn't take up your screen space. **IF YOU HAVE TWO DEVICES OPEN MAKE SURE MIC and SPEAKERS ARE OFF** on one used for CHAT BOX so no feedback comes through your mic.

## HEADSET

If you are not in a quiet space **USE HEADPHONES WITH A MIC**

This is important as **IF BACKGROUND NOISE** it will be recorded and is distracting for attendees.

See more AUDIO info below

## POWERPOINT WITH TWO MONITORS/SCREEN or when using PRESENTER MODE ON ONE SCREEN

When at a hub site you will have a data projector or large monitor attached to the laptop and/or plugged into a second screen at home. When **sharing your PowerPoint** or other item you must make sure **the ZOOM attendees can see the SHOW MODE**.

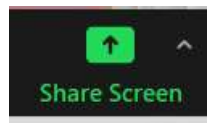
If on a PC when you have shared your PowerPoint

Click the **MORE** button on the zoom toolbar.

Select **HIDE FLOATING MEETING CONTROLS**. This only appears when you are sharing and may be at the top. This will stop the menu bars covering the slides in black squares.

Pressing the **ESC** key shows the menus.

**FIRST** Start the PowerPoint **SLIDESHOW** from beginning or current slide.

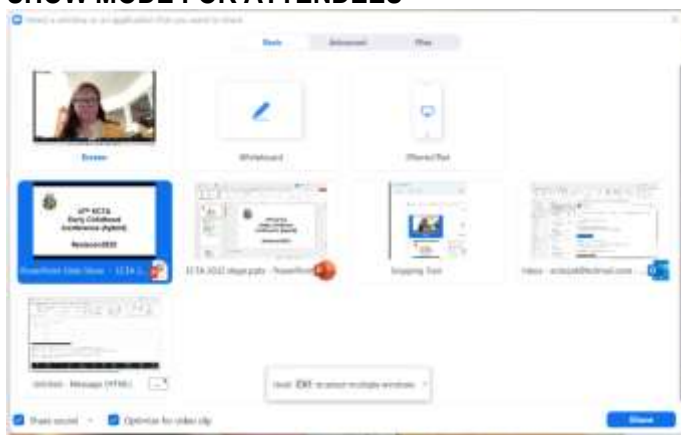


Click the button.



ZOOM will show you the two screens. The monitors will have numbers on them, so you know which is one and which is screen two.

## SHOW MODE FOR ATTENDEES



You will need to select **SCREEN 2** (the one in **SHOW** mode not presenter mode) from the Share window. (This is what is seen on the data projector screen and not what you see on your laptop which may be presentation mode)

**PRESENTING FROM HOME** If you have no second screen make sure the attendees are seeing PowerPoint **SLIDESHOW** mode not EDIT Mode. Start the show **BEFORE** clicking the Share Screen button.

If you can't see the two PowerPoints you are not running the PowerPoint in **SHOW** mode or you started it after you opened the Share window.

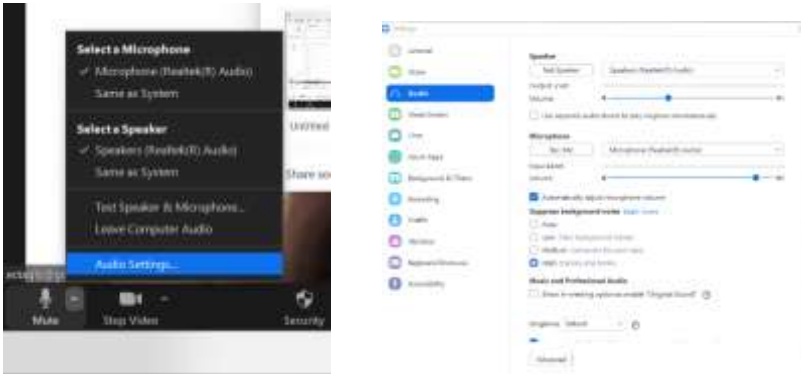
## AUDIO & VIDEO IN POWERPOINT/ SHARING A VIDEO OR AUDIO FILE

Share sound     Optimize for video clip

**TICK both Share Sound and Optimize for video clip buttons** if you have video embedded in the PowerPoint.

## CHECK YOUR AUDIO

**ZOOM in to your face** so the attendees online can see you.



**Click arrow beside the MUTE button    Select the microphone and headset and TEST**

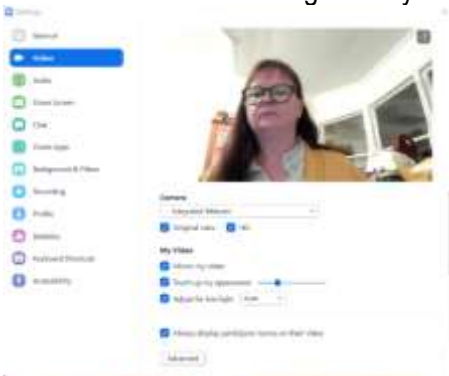
## WEBCAM

**Set up your screen before you start.**

**Check your video settings**

Click the arrow beside the Stop Video (or Start Video) to check video settings.

If the webcam isn't working check your video settings.



Add a virtual background or blur out the background

## ZOOM WHITEBOARD

If sharing the WHITEBOARD attendees need to select Annotate from the Whiteboard popup menu.

