SACME Speaker Tips and Tricks

- The name of the platform the SACME Annual Conference will be hosted on is Pathable. This is a unique website combined with Zoom services.
- Login to the SACME Annual Conference website via the email you received from SACME, and create your professional profile for attendees to learn about your experience and expertise.
- Once you've logged into Pathable, the system uses cookies to remember your account. Unless you log out, or your organization/VPN prevents passwords from being stored, you will remain logged into the website.
- On the day of event, login to the website **15 minutes prior to start of your presentation, we recommend you add to this to your calendar**. More details on how to access your Zoom room will be forthcoming. Your Zoom Host will do a camera and sound check for Moderators and Presenters.
- PowerPoint and PDFs both show well on Zoom. Animations are discouraged because they may cause the presentation to lag or stutter. Video files need to be embedded.
- Presenters can upload the PDF version of their presentation to Pathable so the SACME Conference attendees can download a copy of the presentation.
- Every presenter will be screen sharing their own computer to show the presentation slides, therefore, they will be able advance the slides at their own pace.

Tips to Look Great on Camera

- Dress is professional.
- Natural light shining on the speaker's face is best. Face a window, if possible, or use a desk lamp to aim light. Bright overhead lights will work but may cast shadows.
- Focus the angle of the camera directly on the face, tilt or move screen to create a nice image from mid-chest up to just above the head
- Eyeglasses can create a glare, check angle of lights and camera and adjust accordingly
- Check your background for embarrassing objects or view.

- Not happy with your Zoom background? Here are two websites where you can download great looking backgrounds.

    1. [The 28 Best Zoom Backgrounds You Can Download Right Now for Free](https://www.goodhousekeeping.com/life/a32145012/best-zoom-backgrounds/)
       https://www.goodhousekeeping.com/life/a32145012/best-zoom-backgrounds/
    2. [Zoom Backgrounds on Unsplash](https://unsplash.com/collections/1887152/zoom-backgrounds)
       https://unsplash.com/collections/1887152/zoom-backgrounds

- It feels odd, but in order to make "eye-contact" with attendees, speakers need to look directly at their camera. Even if it only happens occasionally this is a nice touch and makes you look great!
- Speak naturally - this does not need to be perfect - pretend this is an in-person presentation and go with any flubs.
- Take a deep breath – SMILE – Look into the Camera. This should be fun and engaging!!

Tips to Ensure Your Technology and Environment are Ready

- Close all applications on computer except for the SACME Pathable website before logging in 15 minutes prior to your presentation.
- Ensure notifications, alerts/sounds are turned off on phones, watches and laptops.
- Ensure that the lights in your office/space are not on a timer that could shut off while you are giving your presentation.
- Choose a private room, with a locked door to minimize intrusions.
- Check volume of microphone to ensure clarity – this will also be tested by your Zoom Host 15 minutes prior to your presentation.
- Google Chrome is the preferred web browser for Pathable, it will offer the best internet experience. You can download it [here](#).
- We recommend you [download the Zoom app](#) for this event.
- We suggest you [test your internet connection](#) to confirm its stability and availability for high performance experience. **Slower speeds may cause the audio and video to break up, freeze, or disconnect altogether**.