



Hybrid Presentation Tips: Engage Both Room & Zoom

Stay Camera-Savvy

- Know the Camera Zone: Ask the tech team to show you the area the camera tracks. Stay mostly within this space so Zoom attendees can see you clearly. Watch the blue light to ensure you are on camera and remember to raise your hand to re-engage the camera.
- Face Forward: When possible, address both the audience and the camera- think of it like presenting to two rooms. Look directly at the zoom camera occasionally.
- Remember the Mics: You (and your co-presenter, if you have one) will be wearing a mic; the zoom mic is very sensitive and picks up everything you say (broadcasting it to the zoom room). If you have multiple presenters, remember to pass the mics to whomever is speaking.

Engage Both Audiences

- Say Hello to Both: Greet in-person and Zoom attendees at the start. Use inclusive language ("I'm so glad you're all here- both online and in the room!").
- Name the Zoom Moderator: Let participants know who's supporting them virtually ("Alex is your go-to in Zoom today- feel free to post questions!").
- Call on Both Sides and do Dual-Check for Questions: Pause regularly and ask the moderator if anything's come up in chat or reactions. Repeat questions/ comments that are made by in-person participants without a mic.

Tech & Visuals

- What you are sharing on your screen will also be shared on the zoom screen for online guests.
- Avoid Pointing at the Projector Screen: Pointing may not translate well to Zoom. Use a digital pointer, highlight tool, or describe the visual verbally.
- Have a Back-Up Plan: Keep a copy of your slides on a USB or in the cloud in case of tech glitches.

Interaction Tips

- Polls or Padlets Work Both Ways: Use tools like Mentimeter or Padlet that both audiences can access in real time.
- Use Names: Repeat participant names (e.g., "Great question, Jordan on Zoom" or "Thanks, Maria in the room") to humanize interactions.
- Small Group Work? Set It Up Clearly: If using breakouts, give in-person groups clear instructions while Zoom breakouts are handled by the moderator.

FINAL TIPS

- Ask the Moderator to Flag Issues: They can alert you if you're off-camera, muted, or missing Zoom questions.
- Be Flexible: Tech hiccups happen. A calm, positive tone reassures both audiences. If you have a glitch, try to keep going, whenever possible (or you lose your audience).