



The Basic Technology of Great Virtual Presentations

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- **Zoom Application:** Download the most current version of Zoom to your computer: <https://zoom.us/download>
- **Teams Application:** LA Court uses Microsoft Teams. Application doesn't work well. Advise accessing through court link. Try to download the app, too. Possible authentication issues; you should use the same email as your registration.
- **Aspect Ratio:** Set-up in PowerPoint Slide Design "Slide Size" and select 16:9. Images and/or slides should also be 16:9 widescreen and HD
- **Audio** is the single most important aspect of a virtual presentation. Zoom and Teams prioritize audio over video because it uses up less bandwidth. Pick a quiet room that has furniture or drapes that will reduce echo

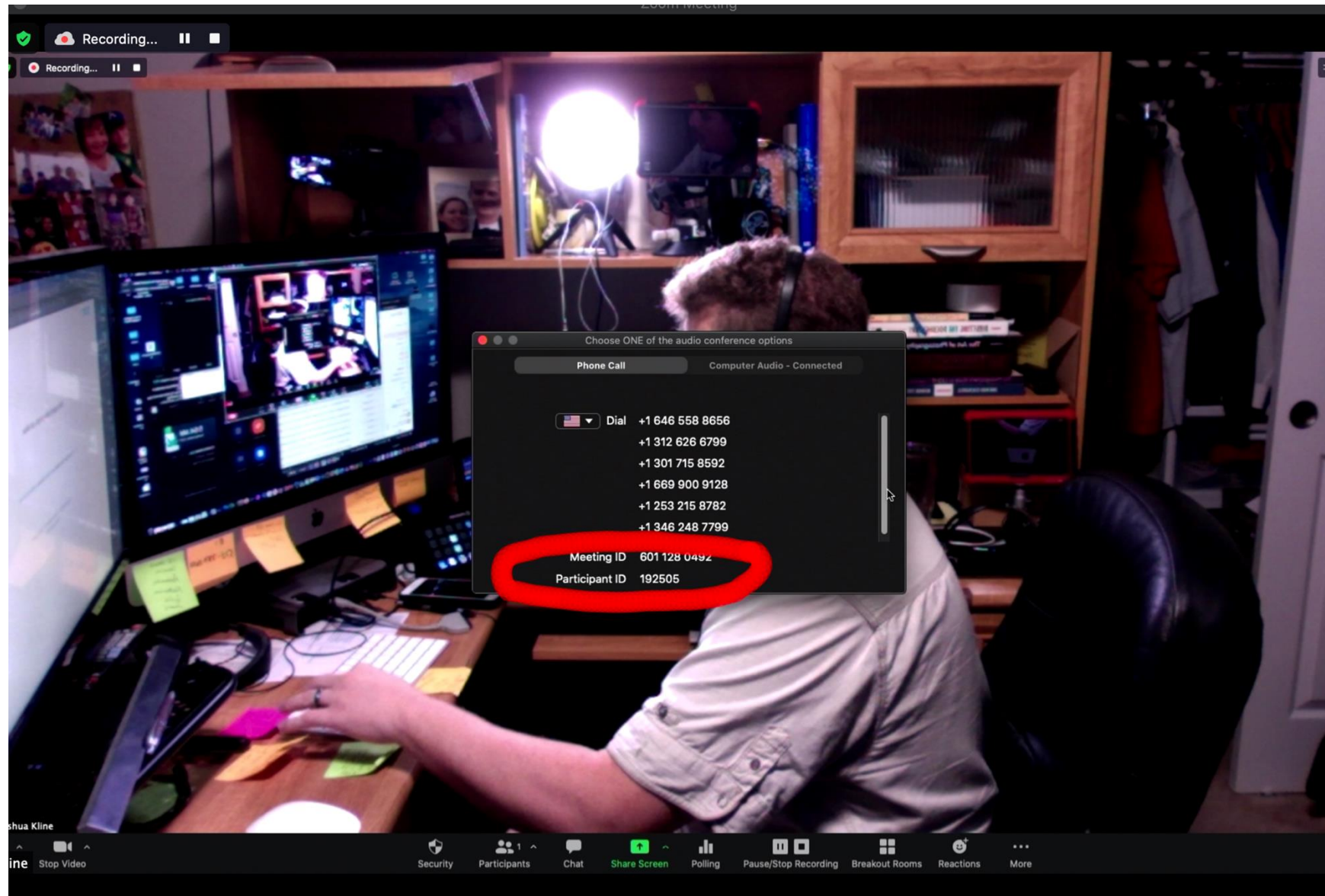
- **Headset:** A slim headset or earbuds are good. Show the full expression of your face and avoid bulky headsets
- **Switch-to-Phone-Audio (Option):** Be familiar with how to switch to phone audio as a backup
- **Background:** Present in a space with a clean, simple, non-distracting background. We discourage the use of virtual backgrounds (video sometimes has trouble processing them)
- **Computer Position:** Your computer should be as close to eye level as possible. Sometimes a thick book under a laptop helps. Position the camera to capture your head and shoulders only, with a little space between the top of your head and the upper frame

- **Internet:** A strong internet connection is required. A wired (ethernet) connection to your router is preferred. For wireless, be as close to your router as possible. Limit other users during your presentation. Check internet speed before your presentation here: <https://speedtest.net>
- **Lighting:** Lighting should be soft, even and coming from the front. A big window is excellent. Inexpensive 'ring' or LED lights are also good
- **Review these Presentation Features:** Screen Sharing, Polling, Chat, Whiteboard, Annotation, Reactions, Closed Captioning

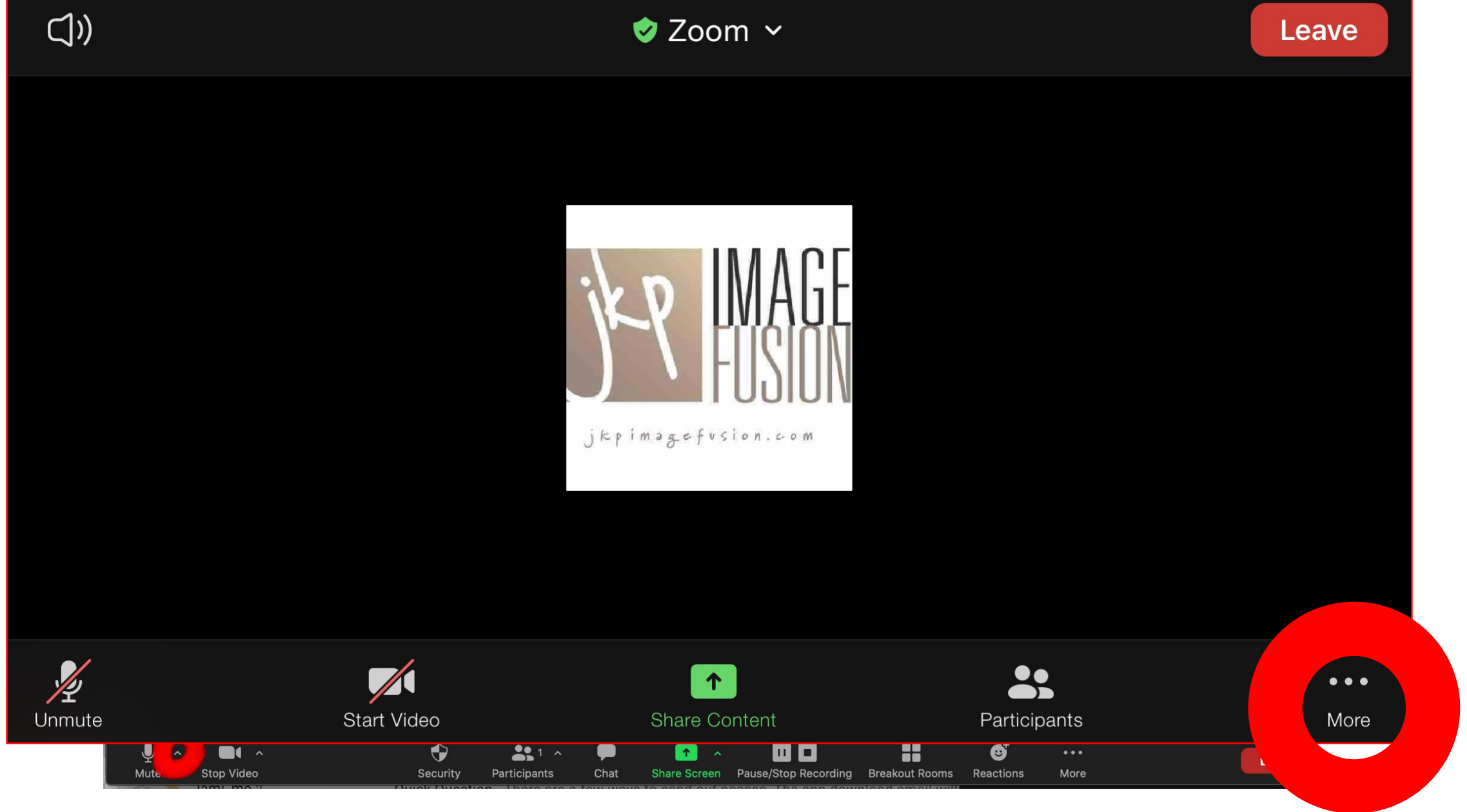
More about switching to phone audio...



Joining with Call in number. Computer/internet audio is usually best, however if you have drop outs we may ask you to join via phone.



Once you click to join phone audio you will be given several call in numbers, pick any of them and call in on a landline if possible. Then enter the meeting ID. After the meeting ID, enter participant ID. This will link your phone audio with your video.



On iOS (iPhone, iPad) you will need to first go to “more” then select disconnect.

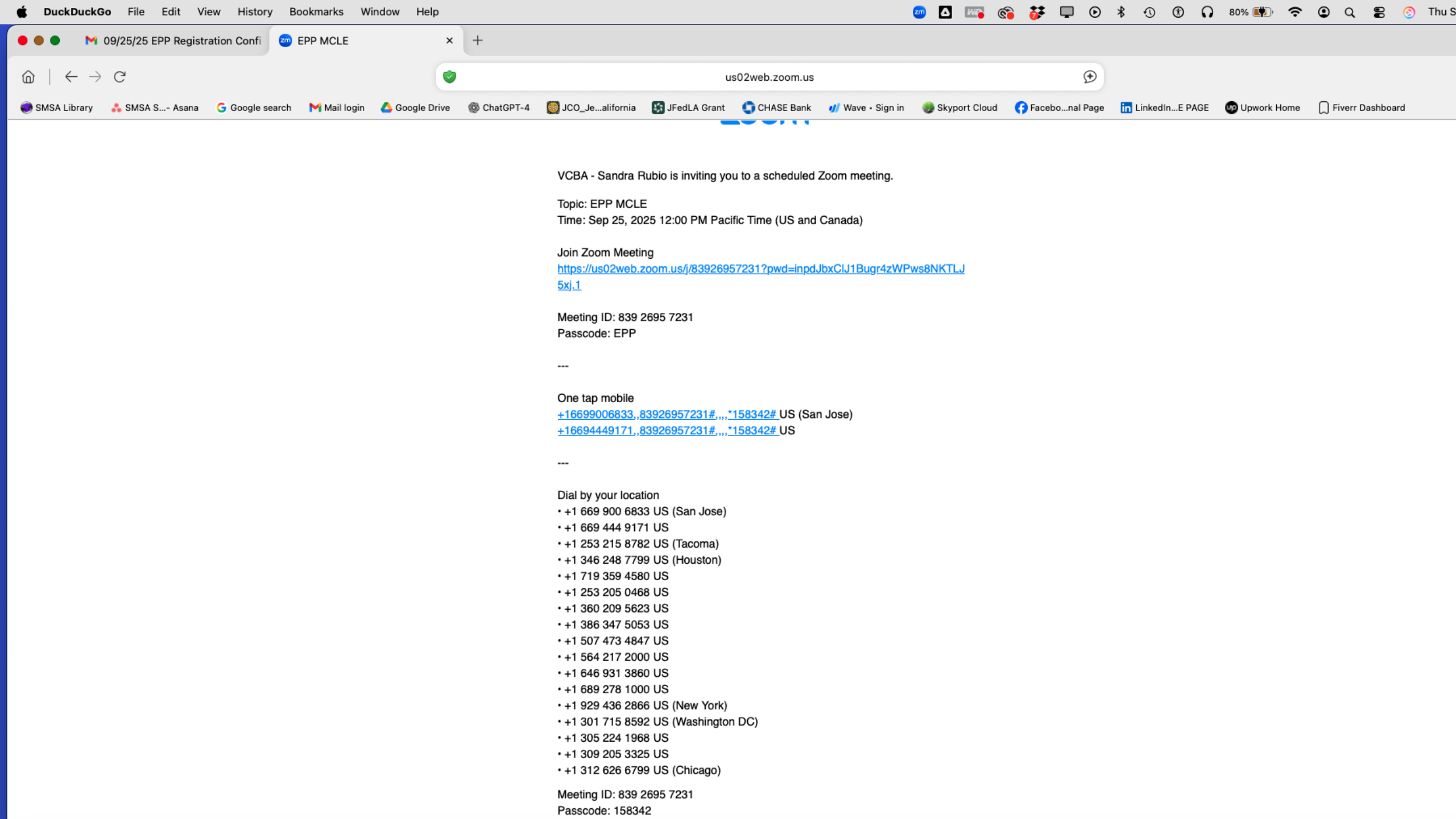
To hear others
please join audio

Call using Internet Audio

Dial in

Cancel

After you disconnect you will need to join audio.



VCBA - Sandra Rubio is inviting you to a scheduled Zoom meeting.

Topic: EPP MCLE
Time: Sep 25, 2025 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/83926957231?pwd=inpdJbxClJ1Bugr4zWPws8NKTlJ5xj.1>

Meeting ID: 839 2695 7231
Passcode: EPP

One tap mobile
[+16699006833](tel:+16699006833), [83926957231](tel:+183926957231)#, ..., *158342# US (San Jose)
[+16694449171](tel:+16694449171), [83926957231](tel:+183926957231)#, ..., *158342# US

Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 669 444 9171 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)

Meeting ID: 839 2695 7231
Passcode: 158342

A few more presentation tips and tricks

- **Combine multiple PDFs:** If you have multiple PDF documents to show, combine them into a single PDF. It will be less cumbersome
- **How to present PDF documents as slides (shortcut):** Control+L or Command+L (Mac). The downside: No animations
- **“Active Screen”:** Computer may ‘go to sleep’ when holding on a slide or PDF too long. This is a Zoom default. You may have to click into a slide or PDF to ‘wake it up’ in order to continue. You haven’t done anything wrong

CLOSING REMINDERS

- Court Global settings may override any settings of your choice (e.g., whiteboard, annotations, share settings, etc.). It's important to know any limitations in advance
- Closed Captioning is a default global setting. Any individual user can turn it on or off
- Switch between chats *CAREFULLY*. Know with whom you are chatting
- Slide preparation: no font should be smaller than 24 pts. Titles at 32 pts. (this presentation was prepared in 28 pts and 36 pts, Arial regular). Avoid crowding with text; use additional slides if necessary

- Screen sharing options should be kept to a minimum (control this in Host controls)
- Personal Grooming and Dress: Be cognizant that you are on camera, from mid-torso up
- Practice, Practice, Practice: Whether you are using PowerPoint slides, PDF's or videos (especially if they have audio) pre-test and practice starting and stopping shares before going live. Adjust any audio levels before the presentation instead of during your appearance. Make technology challenges the least of your concerns as you make your case in court



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