Start planning for your virtual presentation
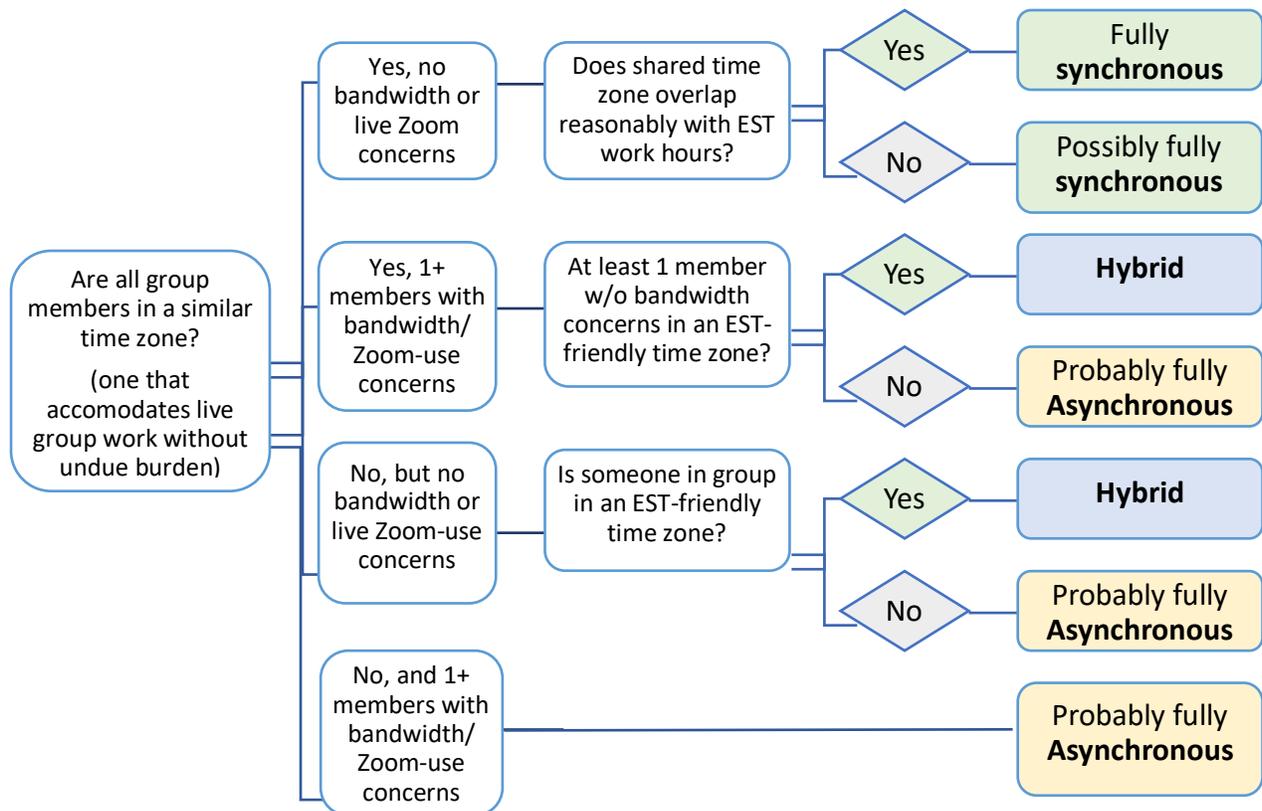
1. Determine what type of presentation would be best for your group:

Are all group members in a similar time zone? (one that accomodates live group work without undue burden)

- Yes, no bandwidth or live Zoom concerns → Does shared time zone overlap reasonably with EST work hours?
  - Yes → **Fully synchronous**
  - No → **Possibly fully synchronous**
- Yes, 1+ members with bandwidth/Zoom-use concerns → At least 1 member w/o bandwidth concerns in an EST-friendly time zone?
  - Yes → **Hybrid**
  - No → **Probably fully Asynchronous**
- No, but no bandwidth or live Zoom-use concerns → Is someone in group in an EST-friendly time zone?
  - Yes → **Hybrid**
  - No → **Probably fully Asynchronous**
- No, and 1+ members with bandwidth/Zoom-use concerns → **Probably fully Asynchronous**

Fully **synchronous:** all members participate in a live Zoom presentation + Q&A

Hybrid: Fully pre-recorded presentation + some members do live Q&A via Zoom, with opportunity for asynchronous Q&A follow-up via email or Slack

Fully **Asynchronous:** Fully pre-recorded presentation + asynchronous Q&A via Slack or email

2. For your **10-15 minute system overview**, decide who will do and say what:
   o Who will say what? How will you queue transitions between speakers?
   o How will you share your diagrams with your audience? Who will do this?
   o What is your sequence of speaking and visuals—like in a chalk talk, how will you walk the audience through your diagrams?
   o How will you prepare for possible technological problems?
   o How will you handle Q&A?

3. **Visuals** should clarify the presentation's structure or your system overview.
   o Keep them simple, and practice using slides to display diagrams in stages
   o Beware of distracting from your verbal presentation

4. Plan, practice, but ultimately, **don't sweat the details**. We are all adapting.