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 accommodates 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**: all members participate in a live Zoom presentation + Q&A
     - **No**
       - Possibly fully **synchronous**
   - **Yes, 1+ members with bandwidth/Zoom-use concerns**
     - **Yes**
       - **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
     - **No**
       - **Asynchronous**
   - **No, but no bandwidth or live Zoom-use concerns**
     - **Yes**
       - **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
     - **No**
       - **Asynchronous**
   - **No, and 1+ members with bandwidth/Zoom-use concerns**
     - **Yes**
       - **Asynchronous**
     - **No**
       - **Asynchronous**

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

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

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