

Quick start Presenting from home

More information?

[Click here for the full guide](#)

Preparation

- 3 days

- ✓ Check you've received the MS Teams link.
- ✓ Check your presentation.
- ✓ Prepare your workspace.
- ✓ Decide who will be doing what.
- ✓ Swap phone numbers with the person/people you're working with.
- ✓ Test your internet connection.
- ✓ Adjust the options of the meeting.
- ✓ Select the meeting settings.
- ✓ Install the University background in MS Teams.
- ✓ Choose a suitable outfit and check your outfit with all the presenter.

Test in advance

- 30 minutes

- ✓ Open the MS Teams meeting.
- ✓ Test it with the moderator.
- ✓ Do a lighting, audio and video check with the director.
- ✓ Discuss with the director what needs to be in the live stream. The options are: a split-screen (speaker and PowerPoint), only PowerPoint and/or only speaker and whether or not to display PresentersWall.

Go Live!

- ✓ The director will give you a sign that the presentation is going live.
- ✓ Give your presentation and answer questions from prospective students.
- ✓ At the end of the presentation, refer prospective students to the online information fair (only for Bachelor).



**Universiteit
Leiden**
The Netherlands



Full guide Presenting from home

Preparation – 3 days

> Check you've received the MS Teams link

You'll receive a meeting invitation with an MS Teams link from presentaties@bb.leidenuniv.nl.

> Check your presentation

- Check you've got the latest version of your presentation ready.
- If you're using videos make sure they're 4K max. Avoid using videos that are long or contain lots of graphics. Link to them in the chat at the end of your presentation instead.

> Prepare your workspace

- Test your webcam and headset at least three days in advance.
- Make sure you have
 - *a quiet workspace without interruptions*
 - *a good internet connection (see test your internet connection)*

> Decide who will be doing what

Discuss the following:

- Which order you'll be presenting in.
- Who'll be responsible for sharing the screen during the presentation.
- When the moderator should send questions: during or after the presentation.
- How the moderator should send questions: mail or WhatsApp.
- Discuss with the moderator whether you want them to answer questions in the chat during the presentation. It is worth announcing this at the start.

> Swap phone numbers with the person/people you're working with

If you're working from different rooms, make sure it's easy to contact each other (e.g. if something goes wrong or to decide who'll do what). Swap phone numbers and make sure you've got a joint WhatsApp group for during the event.

> Test your internet

Check your internet speed at speedtest.net. For a stable connection the upload/download speed has to be at least 2Mbps.

If your connection is too slow, do the following:

- Restart the wifi router. Turn off the modem and remove the plug from the socket. Wait 10 seconds. Plug the modem back in the socket and switch it on. Wait until the modem has restarted (5 mins.).
- Sit as close to the modem as possible. Distance, walls and doors can weaken the signal.
- If multiple devices are using the wifi, that can affect the speed and stability of your connection. Try to ensure that no one else in the house will be gaming or streaming during your presentation.
- Make sure the device you use to phone with is fully charged, or better still plug it in.

Preparation
- 3 days

Test before the
event starts
- 30 minutes

Go Live!



Preparation – 3 days

> Install the University background in MS Teams

To safeguard your privacy use a University background during the presentation.

- Download the University background photos to your PC/laptop.
<https://huisstijl.leidenuniv.nl/en/images/ms-teams-backgrounds>
- Open the meeting and select 'background settings'. Then select 'choose new' and browse to the background files that you have downloaded.

> Choose a suitable outfit

- Check if your outfit is in accordance with the University background you have chosen. If not, please change your outfit.

Preparation
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Test before the event starts – 30 minutes

> Open the MS Teams meeting

The presenters and moderator open the MS Teams meeting themselves. This is the environment where the presentation will be given.

> Test with your team

- Is everyone's video quality good?
- Can you hear everyone?
- Is screen sharing working with with PowerPoint and possibly your video.

> Lighting, audio and video check with the director:

- The director will join the meeting in MS Teams 15-20 minutes before the presentation is due to start. Their name in MS Teams will be 'NFGD Regisseur (number)'. They will check whether the speakers' cameras are set up properly, whether the lighting is good and whether the presenters can be heard properly.

> Coordinate with your director how you want everything to be shown on screen.

- You can choose a split-screen (speaker and PowerPoint), only PowerPoint and/or only speaker and whether or not to display PresentersWall. The director can switch between these screens. Coordinate in advance when and how often you want him to switch screens.

Preparation
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Go Live!



Go Live!

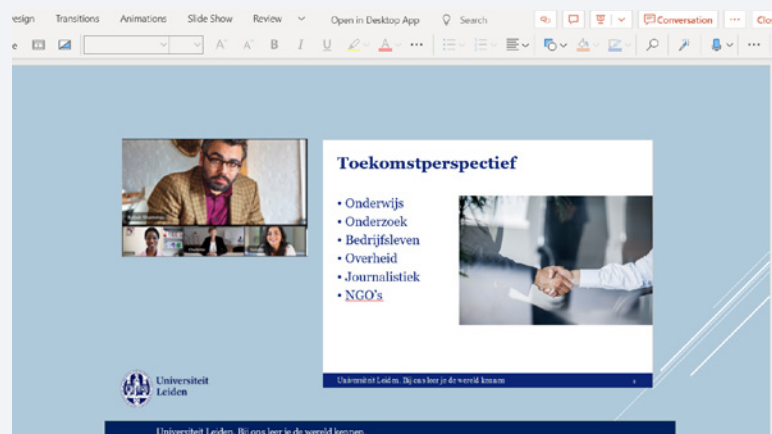
> Start of the presentation

One minute before you go live, the director will give you a clear sign. The presenters wait in silence for a minute while the director starts the livestream. Once the minute has ended, the presenters can start the presentation, without waiting for an extra sign from the director.

> During the presentation

Presenters in shot

- The presenters and moderator do not have to worry about which presenter is in shot during the presentation. This is the job of the director. They will know from the script when a speaker should be in shot. If no script is available, the director will decide for themselves.



Sharing the PowerPoint

- One of the presenters or the moderator is responsible for sharing the PowerPoint during the presentation. The director must ensure that the PowerPoint is shown alongside the speakers.

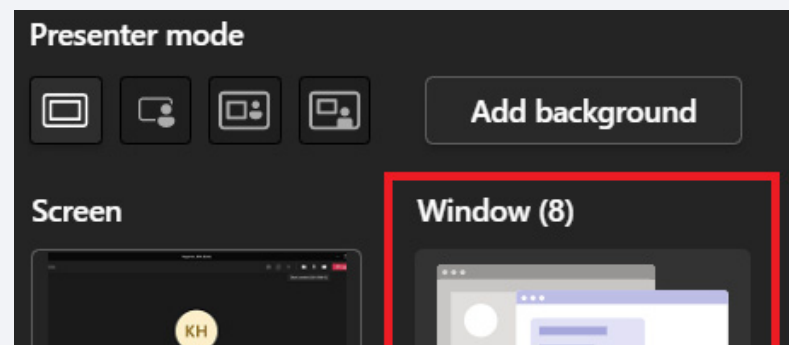
> Start the PowerPoint or video via Share Screen:

One of the presenters must share their screen to show the PowerPoint slides. To do so:

- Open the presentation in PowerPoint.
- Click this button, which can be found in Teams in the upper right corner.



- Choose the option 'Window'
- You will see the screens that are opened on your computer. Choose to share the screen with your PowerPoint presentation.

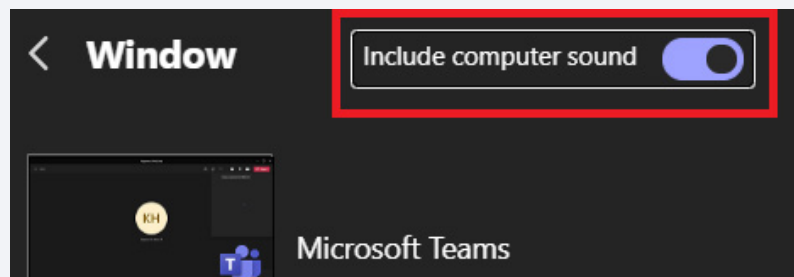


- Your presentation is being shared right now.

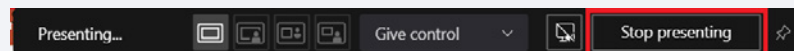


Go Live!

6. Please mind: when sharing a video, you must “include sound”. You can do this by clicking this switch in the Share Screen menu.



7. To stop sharing, click one of these buttons in Teams. These can be found either in the top center of your screen, or in the small window in the inner right corner of your screen.



> End of the presentation

Forty-five minutes into the livestream, the director will tell you in the MS Teams meeting chat that you will have to end the presentation shortly. If the director appears on screen in the MS Teams meeting, the livestream has ended and the presenters can end the meeting.

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