

Quick start Presenting from the studio

More information?

[Click here for detailed guidelines](#)

Preparation

- 3 days

- ✓ Save the presentation on a USB stick.
- ✓ Decide how the tasks will be divided among you.
- ✓ Create an app group for contact with the moderator and other presenters.
- ✓ Choose a suitable outfit and check your outfit with all the presentors.
- ✓ Consider the possibility that a speaker is not able to present at the studio. Please arrange a possible replacement speaker as a backup.

Test before the event starts

- 30 minutes

- ✓ Make sure you arrive at the location at least 30 minutes before the start of your presentation.
- ✓ Give the USB stick with the presentation to the studio director.
- ✓ The studio director will give you technical instructions.
- ✓ Test how to receive questions with the moderator.

Go Live!

- ✓ The studio 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.
- ✓ Take your USB stick with you.
- ✓ There is coffee and tea for all speakers.



**Universiteit
Leiden**
The Netherlands



Detailed guidelines Presenting from the studio

Preparation – 3 days

> Save the presentation on a USB stick

If you have integrated videos in the PowerPoint, these have to be downloaded separately and saved on the USB stick as separate files.

> Decide how the tasks will be divided among you

- Discuss with the moderator when you want to receive questions: during the presentation or after.
- Discuss how you want to receive the questions from your moderator (on the viewing screen, in the live stream or via Whatsapp) and how you want the questions to be selected (for example, the ones with the most likes)
- Discuss whether you want the moderator to answer questions in the chat during the presentation. It's a good idea to mention this in advance.
- Make sure you have the phone numbers of the other presenter(s) and the moderator, and that they have your number too.
- Please take into account the scenario that a speaker is unexpectedly unable to provide the session. Arrange for a back-up speaker who knows the content of the presentation well in advance of the presentation. This way the presentation can always continue

> Create an app group for contact with the moderator and other presenters

It's a great help if you can get in touch with one another quickly, for example if one of you is late. Exchange phonenumber and, if necessary, create a Whatsapp group.

> Choose a suitable outfit

- Wear restful tones, mixed colours, pastel shades, dark colours such as brown or black, solid tones, natural colors or blue tones work well on screen.
- The decor in the studios has a lot of white, so avoid white tops

Preparation
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Test before the event starts – 30 minutes

> Come to the location on time

Make sure you arrive at the studio at least 30 minutes beforehand. The communication officer of your faculty has an overview of all presentations. The studios are in two locations.

- Leiden
17 studios at ECC Leiden
Haagse Schouwweg 10
- Den Haag
- 1 studio at Schouwborgstraat (Room B4.01)
Schouwborgstraat 2, Den Haag

> Give the USB stick with the presentation to the studio director

- The presentation will be tested and checked to make sure it is the right version.
- The studio director will run through the presentation with you to make sure there are no hitches.
- Discuss with the director how everything will be streamed. The options are: a split-screen (speaker and PowerPoint), only PowerPoint and/or only speaker and whether or not to display PresentersWall.
- Let the studio director know whether prospective students' questions will be answered during or after the presentation.

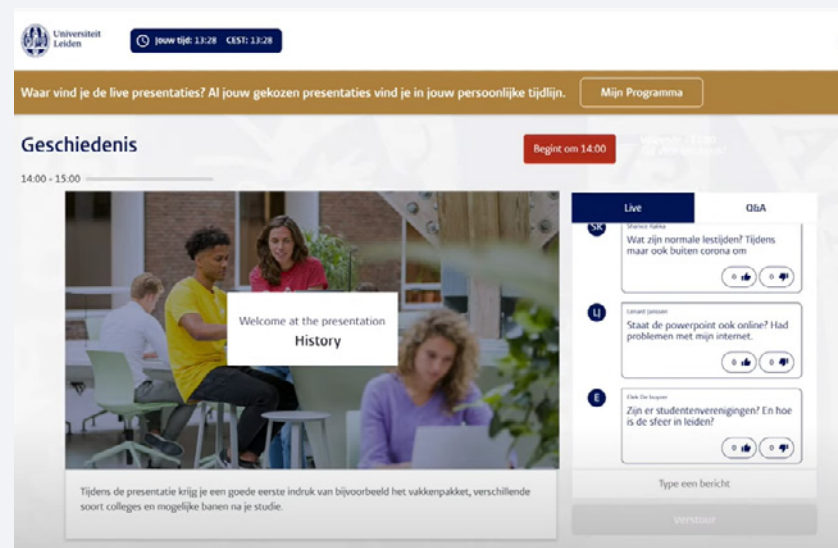
> The studio director will give you technical instructions

- Camera settings, lighting and distance from the microphone will be tested.
- You will be shown the presenter screen where you can view the presentation.
- You will be shown how to use the clicker to move on to the next slide.

> Test how to receive questions with the moderator

Test with the moderator the way to address questions (on screen in the stream and/or via the viewing screen in the studio). So that you can answer the questions of prospective students during or after the presentation.

The image below shows a screenshot of the visitorplatform. On the left the video is streamed. On the right visitors can ask questions in the Q&A tab. You can inform visitors on the possibility to ask questions. You could do so at the start of the presentation and repeat it once you start answering questions.



Go Live!

> **The studio director will give you a sign that the presentation is going live**

From then on you can be seen and heard by the prospective students.

> **Give your presentation and answer questions from the prospective students**

> **At the end of the presentation, refer them to the online information fair**

Very specific questions asked during the presentation can best be answered by the programme's Q&A desk or via the chat with students and staff (only for Bachelor).

> **Take your USB stick with you**

> **There is coffee and tea for each speaker**

The student assistant can show you the way. If you give several presentations, we will make sure there is a (work)place for you. If lunch has been requested for you, you can have lunch in the designated area.

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