Welcome! In this guide you learn how to present in an iChair video room sessions. Virtual presentations are different to physical sessions but follow a similar logic. That is, you need to: (1) prepare and get there on time, (2) engage with the audience while presenting your ideas clearly, and (3) follow-up adequately to deliver the full package. Let’s get started!

1. Pre-session: Prepare!
   - Video conferencing takes a lot of bandwidth. Please guarantee that your internet speed is at least 3.2 Mbps outbound and 3.2 Mbps inbound. Also a PING of at least 4ms is advisable. Please check your internet connection here.
   - Prepare an introduction slide with your name and the agenda of your presentation. Clearly specify how and when you would like participants to engage in your presentation. You can also add the virtual session etiquette (see on the right).
   - Join the virtual session 5 minutes early.

2. During presentation: Be a star!
   - Make sure to speak slowly and clearly in your presentation. We recommend to practice and record yourself beforehand to become acquainted to the new setting.
   - Engage with the audience through various channels, e.g. ask the audience to vote for something through their phone.
   - Use movements, e.g. GIFs, in your slides to trigger the audience’s attention.
   - Present your content in good-sized, shorter chunks to keep momentum.
   - Remind participants to set an away-status in other channels.

3. Post-presentation: Make a lasting impression!
   - Finish your presentation with a call to action. You can invite participants to connect with you on social media or advertise your next online presentation.
   - Pick up interesting questions, synthesize what was discussed and share these observations with the audience (e.g. in the chat box but also via email afterwards).
   - Write a thank-you note and share some insights of your presentation, e.g. how many people attended.
   - Ask participants for feedback, you can either take a few minutes at the end of your presentation or share a feedback link afterwards.

Virtual session etiquette
1. All participants that do not speak mute their microphone.
2. If your connection seems to be bad, turn off your video. You can check your internet connection here.
3. Private recordings and screenshots, even if only for social media, are only allowed with consent from all participants.
4. Share any questions in the chat.
5. Respect the time given to you!

Call to action

In case of emergency
Technical contact:
hello@ichair.org
Conference host:
Conference-support@your-organization.com
How to Present in iChair Rooms

iChair rooms allow you quickly present with a presentation or share an external video.

Option 1: Present with Share Screen
1) Hit the (+) button on the bottom left and click on “take presenter”.
2) A new button with a screen icon will appear on the bottom center of your screen.
3) When you click on the screen button you will have three options: (a) share your entire screen, (b) share only application window (e.g. PowerPoint application window), and (c) internet tab. Select “entire screen”.

There you go! Ready to present.

Option 2: Upload Presentation to iChair Room
1) Hit the (+) button on the bottom left and click on “take presenter”.
2) Click on “upload presentation” and upload your PPT/PDF.
3) The presentation starts automatically. If you have more than one presentation, select the presentation that should be shown.

There you go! Ready to present.

Option 3: Share an External Video
1) Hit the (+) button on the bottom left and click on “take presenter”.
2) Click on “share external video” and paste your video's URL.
3) Click on “share video”.

There you go! Ready to present.

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