

STEPS FOR HOW TO MAKE AN ORAL PRESENTATION

The participant who will make a presentation will be **co-hosted** by the technical staff in charge of the meeting at the beginning of the presentation. When it is your turn to present, you must first open your presentation on your computer.

When you are given permission to present:

1. Turn on your audio and video on your zoom screen (Figure 8).
2. Click the “**Share Screen**” button to share your file or screen from your computer (Figure 9).
3. When you click it, the window in Figure 10 will open.
4. In the window that opens, the programs that are open with your screen will also be listed.
5. Sharing will start when you select the Screen, Whiteboard or Presentation you want to share and click the **Share button** on the bottom right.
6. At the end of the presentation, click the "**stop share**" button to stop sharing (Figure 11).

NOTE: Participants who will make a presentation are allocated a total of 20 minutes, 15 minutes for presentation and 5 minutes for questions / answers. At the end of the term, your presentation will be requested by the chairman of the session to end. Please comply with the time allocated to you in order to avoid possible problems in the program of the conference.

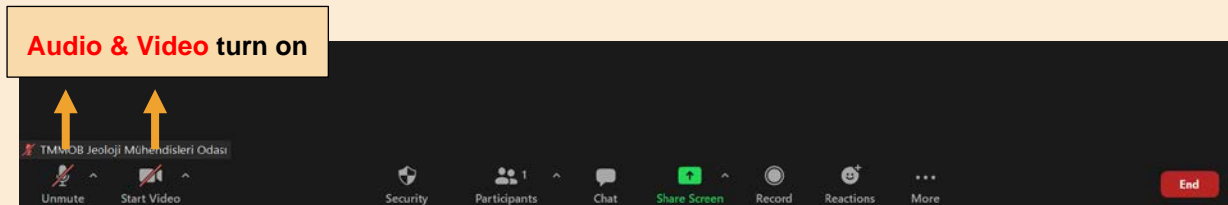


Figure 8. Click on the relevant boxes to open your Audio and Video

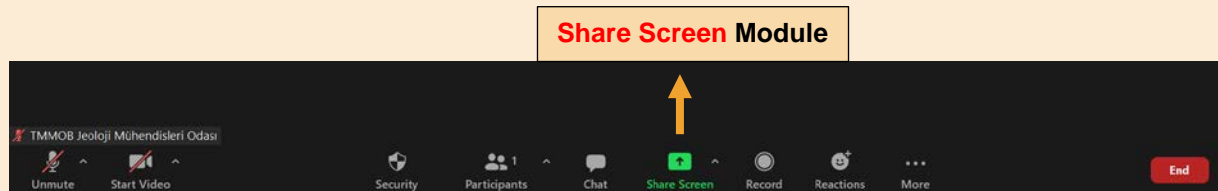


Figure 9. Share Screen module

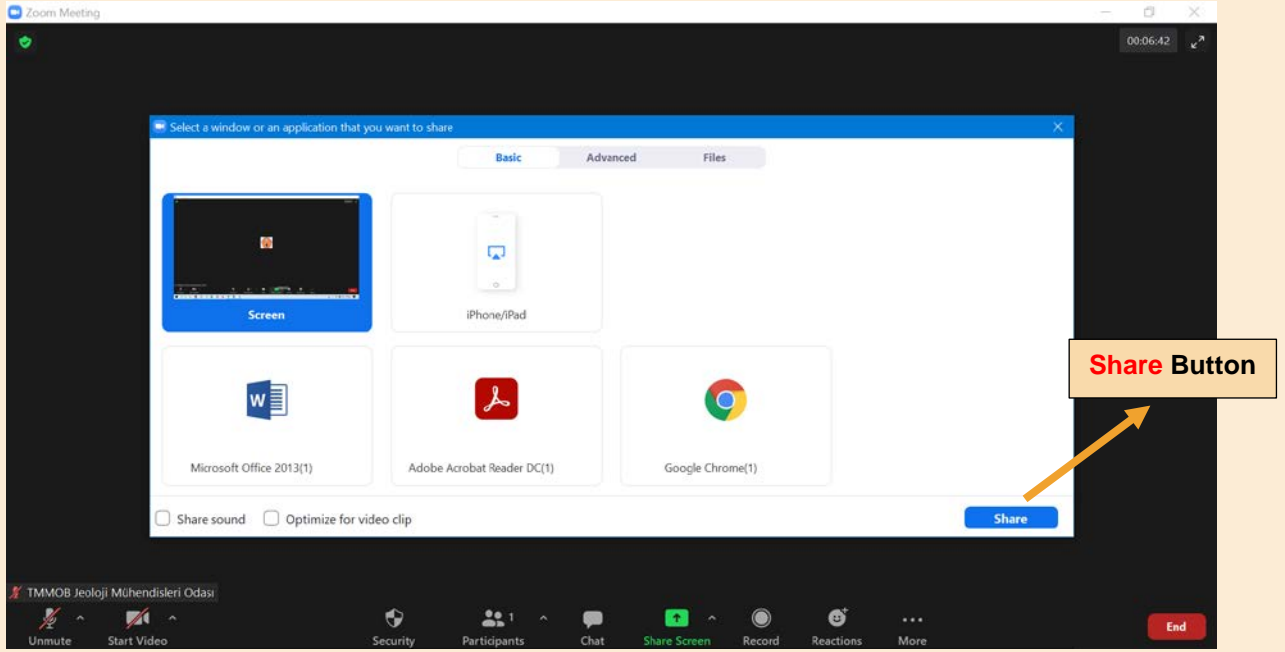


Figure 10. Selecting the share and sharing it with the “Share” command (At this stage, if there is audio and video in your presentation, you should also select the Share sound and Optime for videlo clip options on the left.)

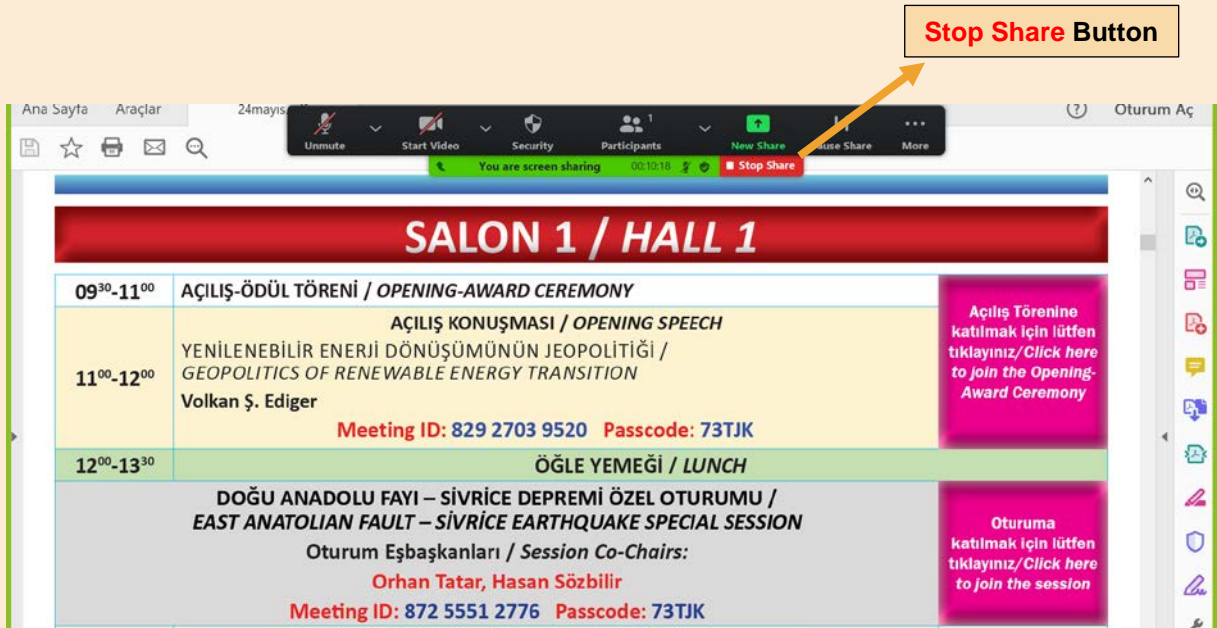


Figure 11. Closing the screen with the "Stop Share" button.