NC Virtual Events

PRESENTATION, PLANNING AND DELIVERY

nc Career Services

Connectivity

- Internet Source: Google Chrome works best for most platforms

- Directly plugged into internet source (router or modem) will reduce connectivity issues

- Turning off other unnecessary applications

Before the Event

- If you are recruiting - post your positions on MyCareer

- Confirm the presentation agenda and timing

- Identify the platform to be used – Zoom, Web Ex, etc.

- Send presentation to NC staff in advance

  - Use a large font in case an audience member is watching on a smaller screen. If you have any links or videos you plan to show during your presentation, please forward with your presentation. Hyperlinks in your presentation may not work, so we will offer in the chat area or in an alternate delivery format.

- Participate in a familiarization/practice session a few days in advance

- Confirm if you authorize recording of the event and/or if presentation materials can be shared

- Select your delivery area - keeping in mind an area with minimal background distractions and/or direct light sources (ie. windows-close curtains)

- Test your audio and video ahead of time. Using a headset/microphone eliminates background noise and provides the best sound experience for the guests.

Day of Event

- Sign in a half hour prior to session
  - Test your audio and video ahead of time
  - Recommend closing all apps and do not multitask during session
  - If using BB Ultra – no option to use a virtual background
  - Ensure that there are no windows behind you and/or close curtains
  - Select a spot with minimal background distractions
- NC Staff will:
  - Upload presentation half hour prior to session
  - Make presenter a moderator at that time

During Session

- NC Staff will:
  - Open session and welcome participants
  - Address netiquette and connectivity issues/tech challenges
  - Identify format and if session will be recorded
  - Introduce presenter(s) and moderators
  - Moderate an open chat session or question and answer period
  - If issues arise, NC staff will take the lead
  - NC staff will close session and thank presenter

- Presenter/Employer
  - Relax and do not worry, NC staff are here to assist you
  - Give the audience the impression you are making eye contact by looking directly into the camera as opposed to looking down or at your screen

Presentation Tips

RECRUITING

- Share information about your business
- Highlight current and future opportunities
- Benefits of working for your company
- What do you look for in an ideal employee
- Past NC hiring
- Housing, if available
- How to apply
- How interviews/offers take place
- Offer a Question and Answer period

INFORMATIONAL

- Share information about you and your organization
- Be clear on the purpose of your presentation
- Identify why the information is beneficial or relevant to students
- Additional information and resources – where can they access
- Offer a Question and Answer period

Contact Us

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