Best Practices for Speakers to Present Virtually

- Be in a well-lit room with the light in front of you
  - If you are in a room with a window, sit in front of the light, when the light is behind you it can wash you out onscreen.
  - Natural is the best when available, make sure to face the window.
  - Use additional lighting on the sides to balance out any shadows.
- Audio – the number one issue if you
  - Have as quiet an environment as possible for recording or streaming
  - Close windows, turn off fans, close the door to furry family members.
  - Use a mic or headset for best audio quality.
  - Reminder to turn off phone.
- Background - Have a clean and appropriate background
  - Your background is your visual brand.
  - Your frames is the viewers perspective on their window into your world.
  - Remove anything you do not want visible.
- Internet – if livestreaming ideally want 10MB upload, 3 MB upload min.
  - Test your internet ahead of time at https://www.speedtest.net/
- If recording your own video on a PC/Mac or via phone, have video quality set to at least 720p quality
  - Prefer not to use your phone, however if you are using for phone for pre-recording be sure to set your phone on Do Not Disturb as the sound of notifications do not disturb your recording
- Be sure to check the mic on your devices prior to the recording/live session
  - You don’t want to find out that your mic is not at top quality the day of your presentation
  - Listen to ensure if you come across to low or if your voice breaks in and out during transmission
  - If you wear earrings and you wear earphones or earbuds during your presentation, be mindful of the sound of the earrings clanging against the earbuds and that can cause a little unwarranted background noise.
  - Avoid using Bluebooth headphones if possible.
  - Try to avoid any jewelry that jingles.
- Be sure that your device sits at eye level
  - You don’t want to look down while speaking or appear that you are straining to look up.
  - Having the device that you are using at eye level is a more natural position and will look natural across the screen
  - Books are a great tool to help elevate your computer to the right level.
- Eye Contact:
  - Make sure to make eye contact with or by the camera.
The audience will feel more engaged with you if you look at them directly just like in the face-to-face session.

- Situate the device at a comfortable distance
  - Again, you want to appear as natural as possible to the streaming audience, you don’t want the camera to close or too far away.
  - You want to see from upper portion of your body and a little over the top of your head.
  - If you are part of a panel or multi-speaker session, try to have the same frame and distance from the camera for each participate. It will make the screen look more balanced and natural.

- You want to remain stationary while presenting, you don’t want to walk or move your device while presenting, unless the movement is a component of your presentation
- Moving/walking while presenting can be distracting to the viewer.
- Wear comfortable clothes
  - Be mindful of the patterns and colors you select and how it will transmit across the screens
  - Solids and pastels show up best on camera. Reduce all black or white.
  - Try to avoid busy patterns are distracting.
- Have your notes near you
  - Don’t read your PowerPoint directly
  - Get comfortable prior to the session or recording navigating between your content through PowerPoint, or video and back to you
- Insider
- Help appear relaxed on camera.
  - Play to the camera, just as you would as you if you were presenting in a face to face environment.
  - Place a photo of a loved one or something that makes you happy up by your camera. It will help you smile and feel relax.
  - This is engaging with your audience
- Remember to have fun 😊