

Guidelines for a Successful Virtual Presentation

Background:

- Pick your location so the background is not too distracting. Items in the background give your video depth but do not go overboard. Also check positioning so there is not a flowerpot appearing to grow out of your body.



Lighting:



- Contrary to popular opinion, outdoor light is not suitable.
 - Setup your computer in a room where outside light can be controlled with curtains or blinds.
 - You can use standard household lighting such as floor or table lamps, just remember the light should be:
 - In **front** of you, illuminating your face and shoulders, but **behind** the camera.
 - Avoid bright light behind or above you, it will make you appear dark on camera.

Audio:

- Use a combination headset/microphone for best results. If one is not available at least use headphones as the audio coming out of your speakers will be picked up by the microphone creating an echo.
- Turn off televisions or radios in adjoining rooms, ask others in the household to avoid speaking in loud tones.
 - The human ear filters out background noises, focusing on specific audio. A microphone is indiscriminate as to what it hears. You may think you are in a quiet setting only to find the background is very noisy.

Framing:

- Place the laptop/desktop on a table and sit in front of it. You should be as close as possible to the screen while still maintaining good framing. No parts of your face or head should be cut-off, this is called 'headroom'.
- You should look directly at the webcam when presenting, this is called the eyeline. It takes practice but looking elsewhere during your presentation can make the audience feel like you are not speaking to them.
- Do not place the laptop on your lap or hold it in your hand. Please refrain from using mobile devices if you are a contributor or participant.



Presentation Pre-Flight

- You can join the Session at any time but will go into the waiting room. The Zoom operator will look for your name, plus the co-presenter, co-host or moderator and let you into the main meeting.
- The Zoom operator will have a list of Pre-Flight questions for you about:
 - If you want to use Breakout Rooms and the configuration of them
 - If you want to allow people on screen and when, how you want to do Q&A, Chat and Polling
 - May make some recommendations to improve your onscreen appearance, referring to the recommendations made in this document.
 - Will check your Screen share/Computer audio/Video optimization is worked through
 - Will check to see if you wish to use a Whiteboard and allow collaborative annotation
 - Discuss any other concerns or inquiries you may have
- The Zoom operator will monitor the call throughout and manage the technical side of the call, but never appear in video or audio unless an announcement needs to be made to the entire assembly.

Connectivity Issues

- If you are having trouble with buffering or an unstable connection on wifi, consider changing to a wired connection. Connect your laptop to the back of the modem with a CAT5 cable.
- You may need to disable your wifi and reboot to activate the ethernet adaptor.