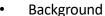# Live Presentation Guidelines for Virtual Events

Technology Needs

- Bandwidth is everything
  - Shut down all non-essential applications and ensure others are not using bandwidth from other devices.
- Set your monitor to the highest resolution possible (1920x1080 or higher is best)
- Make sure your microphone is in the right position and at the correct volume
  - Use a headset with a high-quality microphone if possible

Location

- Set up a quiet location
  - Silence or shutdown nearby devices
  - Record 10-15 of silence to make sure there is no ambient noise
- Lighting
  - Don't put lights or windows behind you. The biggest light source should be behind the camera to ensure your face can easily be seen
- Background
  - Make sure it is not too busy, the audience should be focused on you

What to Wear

- Wear solid colors
  - Patterns don't work well on camera and are distracting
- Be aware of your accessories
  - Anything that makes noise, such as clunky jewelry, should be removed before you present

Engage Your Audience

- Location of your Camera
  - Position yourself slightly off center. The brain finds this more appealing to watch.
  - Ensure your camera angle is in the center of your face. No one wants to look up your nose.
  - Make eye contact with the camera.
- Be Aware of your Movement
  - Excessive movements are distracting
  - Don't touch your face if possible as this is very distracting and can compromise what the microphone can capture.
- Stand up if possible
  - You will feel more confident and energized.
  - If you must sit, make sure to sit up straight and keep your face lifted.
- Slow Down
  - We tend to speak faster when giving a presentation. If you think about slowing down your speech and enunciating your words, it will be the correct tempo for the recording.
- Record a Practice Run
  - Record 5-10 minutes and play it back and adjust as needed.
    - Check for these things – Are your words clear? Loud enough? Is there enough inflection in your voice?
  - Practice, Practice, Practice – do a full practice of your entire presentation before you present live. You will be more comfortable with the camera and this will give you a more natural recording