



Check your tech

- 1. CAMERA & MIC:** Most laptops have a built-in camera and microphone you can use to record your presentation; no special equipment necessary. If you have a headset, you are of course welcome to use it. Please make sure any equipment is fully charged, or plugged in.
- 2. BROWSER:** We recommend using Chrome (version 30+), Firefox (version 27+) or Safari (version 7+)
- 3. CONNECTION:** Optimal bandwidth for streaming web presentations is 3+ Mbps “up” (minimum bandwidth required is 1.5 Mbps “up”). Test your bandwidth here: [speedtest.net](https://www.speedtest.net)
If speedtest says your bandwidth is too low, try a different room closer to your router, or using an ethernet cable for a hardwire connection instead of wifi.



Don't compete for bandwidth during your presentation. Shut down or log out of applications you don't need while you are presenting. Ask others in your household to take a break from streaming and gaming applications for a little while.

- 4. ZOOM:** If you have never used Zoom before, or its been a while, download the zoom client for meetings here: https://zoom.us/download#client_4meeting
You can then join a test meeting to check your audio and video settings: <https://www.zoom.us/test?zcid=1231>





Set the Scene



1. WARDROBE: Dress for your virtual presentation the same way you would for a live presentation. If you would present in a suit jacket, put one on. Avoid clothing with intricate patterns, a sheen, or deep V necks that could be unflattering on camera. Whatever top you go with, you can still wear pajama pants on the bottom if you want (just don't stand up)!



2. LIGHTS: The best lighting is soft, not glaring, and placed between 10 and 2 o'clock in front of you at eye height. One or two small lamps on either side of your computer, positioned just behind the camera, works well. Avoid having a window or other light behind you – which will cast your face in shadow (think, witness protection program). If possible, also avoid lights directly overhead, which will also give some unflattering shadows.



3. CAMERA: Position your camera at or just above eye level. This may mean grabbing some books or boxes to prop up your laptop. Even better, if you have room to stand to deliver your presentation – just as you would at a podium in the session room – it will change your posture and open your chest for a better delivery.



4. SOUND: Don't have multiple sources of audio during the presentation. We recommend using the computer audio; if the sound check shows this is working fine, there is no reason to also connect by phone. We also recommend disconnecting any external speakers, which can cause echo.



5. BACKGROUND: We DO NOT recommend using Zoom's built in "virtual backgrounds" feature. Instead, keep it simple: pick a spot in your home with a clean, uncluttered background. Bookshelves, plants or decorated walls are fine and will not distract.





During the Presentation

- 1. GET COMFORTABLE:** Find a comfortable seated or standing position that you can stay in for a long period of time to avoid shifting or fidgeting too much. Have some water close by, in case your throat gets dry, but avoid food during the video.
- 2. DO NOT DISTURB:** Before you start your presentation, turn off or silence your phone and close any applications on your computer that may have popup notifications (Outlook, Slack, Teams, etc.). Also make sure to close out of other programs that might use your camera, microphone or speakers, and let other members of your household know your schedule to minimize disruptions and background activities.
- 3. MIRROR, MIRROR:** Zoom is set to “mirror effect” by default. This means When you raise your left hand, your hand on the left side of the screen rises – like a mirror. It can be disorienting to raise your left hand and see what looks like your right go up instead. To make sure the mirror effect is turned on:

Click ^ next to the camera icon, and click “Video Settings”. Check the box next to “Mirror my video”
- 4. ADJUST YOUR DISPLAY:** Awkward truth: you WILL watch yourself on video during your presentation. We won’t judge. Once you start sharing your screen, however, we suggest that you drag your video screen over so it is right under your camera (that way it looks like you’re looking there) or hide yourself so you aren’t distracted or tempted to constantly fix your hair.



If you have notes or a script to follow during your presentation, use the same trick. Keep these as close to eye level as you can, so your focal point stays close to the camera.

