

Speaker Best Practices

Before you join - LIVE or TO PRE-RECORD ...

- Speaker/Presenter System Test Test your webcam and mic here.
- Use a hardwired internet connection via an ethernet cable (if possible)
- Disable any other applications with audible reminders (email, chat applications, etc.) or webcam access (in application's preferences).
- Log off of VPN or DWS / DB network. This will greatly improve your connection.
- Chrome is the preferred browser. Please use it if you can.
- Disable pop-up blockers on your browser
- Use a wired headset or ear buds for optimal audio quality
- Minimize back-lighting. It is not recommended to sit near a window unless you are facing it. Use a ring light if possible.
- Choose a well-lit, quiet location
- If you are using a laptop or tablet, please ensure that it is plugged in or fully charged
- Silence cell phones

Recording Tips - DO:

- Set the slide presentation to slideshow mode so that the slide fills the screen when launched. Ensure your presentation is on the provided template!!
- Wear soft, low-contrast plain colored shirt/jacket (wear the same outfit date of the live event).
 White and patterns are not recommended.
- Sit two feet away from the computer screen or one arm's length. It is best for the screen to be at shoulder height. This may require propping up a laptop, so the screen is at face level.
- Make "eye contact" with attendees through your webcam
- Speak clearly & ensure your talk ends 30 seconds before the end of the specified time. **Use a timer** if necessary.
- Get comfortable with the technology BEFOREHAND if possible

Don't:

- Wear heavily patterned or bright clothing on the date of the event (recorded or live)
- Look down at your screen throughout the presentation
- Rely too heavily on reading from your slides