Presenting Information
Ideas for a successful presentation!

Presenting from your home in a virtual environment is new for everyone. With this in mind, we have compiled some essential tips to help speakers put their best virtual foot forward.

Connectivity
- A stable, high quality Internet connection is critical. We recommend speeds of 20 Mbps downloading, 10 Mbps uploading. You can check the speed of your home Internet at speedtest.net or an equivalent site.
- We recommend hard wiring your computer to your router with an ethernet cable for the most stable connection. If you can’t hard wire your computer, move into the same room as the Wi-Fi access point or at least have direct line of sight to it.
- Limit as many other streaming/internet devices as possible.
- Turn off as many notifications as you can on your computer and on your phone.
- We will work with you during the virtual event rehearsals to ensure you have the correct set up.

Location
- For the virtual stage, a quiet room where you won’t be interrupted is a must.
- We recommend organizing the space so the backdrop is clear of too many distracting objects i.e. bookshelves, photo frames etc.
- A couple of carefully placed objects can add a little interest without causing a distraction.
- Avoid large rooms with hard surfaces. Soft rooms such as library or bedroom will help absorb sound.

Audio
- Check that your microphone is working and does not have any interference.
- Use an external mic whenever possible.
- Get as close to the mic as possible.
- If you have an echo –wear headphones or turn down your speakers.
- You can hang blankets on the walls in front of you and to the sides but off camera to absorb more sound and stop echos. Every flat wall is a mirror for sound and it will bounce right off.
Lighting
- Cameras love light!
- Where possible, natural light is best. However, windows directly behind you should be avoided.
- The more lighting in front of you the better. Use lamps to enhance your natural light.
- Practice at the time of day when you will be speaking so you can see any shadows, level of natural light, etc.
- If using a virtual background, you will need a ‘green screen’ behind you. This can be as simple as a frame with a blanket. The screen can be any color (although bright green usually works best) as long as it doesn’t feature on the speaker’s clothes or hair.

Camera
- Ensure the camera is at eye level and in front of you. Use books or boxes to raise up laptops or phones.
- Maintain eye contact with the audience - look at the camera, not at the faces or presentation on your screen.

Personal Notes
- Consider ways to keep movement to a minimum. Avoid swivel chairs!
- Consider your clothing choices. Dots, stripes and small patterns can interfere with the camera and create a distracting, distorted effect. Wear solid/flat colors without logos.

Presentations
- Avoid eye chart slides.
- Red and green colors don’t work for color blind people.
- Use good visuals and audio to spice it up.
- Plan in your audience engagement with chat requests, polls, etc.
- Pre-record the presentation – we can use the recording if there are problems during the live event.

IMPORTANT: Once you are live in session, do NOT turn off your camera. If you are sharing your screen (e.g. PowerPoint) then do NOT stop sharing your screen even if you have finished talking about the contents and you have moved on to Q&A.
Presentation Recording Instructions
Using Zoom to Create a Recording

To get started, open the Zoom application on your computer and click on the **Start without Video** button. If you want to use your webcam to record yourself alongside your desktop or by itself, click **Start with Video**. When prompted, click on **Join Audio Conference by Computer** so Zoom will record your PC’s microphone.

Now, you have started a “meeting” with yourself as the only participant. Click on the **Share Screen** button. In the window that appears, select the **Desktop** option to capture your entire desktop. You can also select specific applications or displays to capture if needed. Once selected, click the **Share Screen** button and the chosen application or screen will have a green border surrounding it to verify that it is being shared. Now, you’re ready to record!
At the top of the screen, move your cursor to the green area where your meeting ID is listed. A menu will appear:

In this menu, click More, then either Record on This Computer or Record in the Cloud. There will now be an indicator on your screen verifying that the meeting is now being recorded. You may want to make a really brief recording first to confirm that your equipment is working as expected.

When you’re done recording, go back into your Zoom toolbar as pictured above, click on More, then End Meeting. If you selected the local recording option, the Zoom app will begin compressing the screen recording and save it on your computer. If you selected cloud recording, your video will appear in your Zoom account within a few minutes depending on its length. Once the video is saved, you can edit it in your choice of video editing software if needed.

You will receive an email link to a shared folder to upload your video to when it is complete.