

# TIPS FOR SPEAKERS, PANELISTS AND PRESENTERS

## GETTING YOUR SPACE READY

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### Internet connection and computer tips

- Have a backup device available, preferably on a different internet connection (i.e. phone)
- Use a wired ethernet connection when possible
- If using wifi, disconnect as many unused devices from your network as possible (smart tvs, iPads, Google Home/Echo type devices)
- Ask household members to not use wifi during the event
- Position your device 4-5 feet away from your wifi router if possible
- If calling via phone for your audio, disconnect wifi-calling from your phone and mute computer audio
- Close unused apps, browser windows or programs on your device
- Shut down and restart your device earlier in the day so your machine is not “tired”
- Use dual monitors when possible
- Prior to event, make sure Zoom software/plugins are up to date

### Audio

- Wired headphones with an in-line microphone are preferred
- Use a quality external mic, if possible (like a podcast mic or lavalier) and separate headphones
- Use laptop mic as a last resort, as they are designed to pick up extra noise

### Camera placement and framing

- Place laptop camera or webcam iris at eye level (or just above)
- Clean the camera lens
- Place yourself centered horizontally on the screen, and line up your eyes at the top third of the screen
- Avoid cutting off the top of your head or the bottom of your chin
- When speaking, look at the iris of the camera. If needed, put a small happy face or picture just above your webcam and present to it — it will look like you are talking to the participants through the camera.

## Setting

- Prepare your surroundings
  - Pick a quiet space
  - Avoid a background where household members or pets can walk behind you
  - Some furniture or decorative items in the background add interest and depth, however, avoid inappropriate items, distracting items and cluttered surfaces
- Virtual backgrounds
  - Zoom offers the ability to use custom virtual backgrounds (on some devices)
    - For instructions and tips, visit the [Zoom website](#)
  - Only use a virtual background if you are well lit
  - Use a background image that shows your personality, or branded to the event/organization ([SFU Zoom backgrounds](#))
  - Test your virtual background ahead of and discontinue using the virtual background if there is too much “noise” surrounding you on camera or if your body parts are disappearing

## Lighting

- Ensure that you are lit brighter than your background and make sure that your face is nicely illuminated as even as possible
- Avoid harsh light and shadows in the background
- If you don't have video lighting, use natural light from a window in front of you (indirect daylight is best) or set up a lamp (or two) in front of you with a soft “daylight” balanced bulb (~5000k color temperature)
- Avoid having your back to a window

## Limiting distractions

- Turn off notification noises on your device and devices that will be used around your setup
- Avoid ambient noise where possible (typing, bumping the microphone, crumpling paper, fans, appliances, beeping devices)
- Keep pets, children, etc. out of the room to avoid interruption

## GETTING YOU READY

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### Clothing

- Wear clothing that will contrast with your background so that you don't blend into it
- Avoid small prints, stripes or busy patterns
- Avoid black and white clothing as well as green clothing if using a virtual background
- Dress professionally
- If you wear glasses, move the light or camera until the glare is out of your eyes

### Body positioning

- Stand up during your presentation, if possible, to mimic presenting on a stage
- Minimize movement as it can be distracting to the viewer
  - If you use your hands when you speak, frame the shot to include your hands
- Always look at the camera, not at the screen

## DURING A LIVE EVENT

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### Etiquette

- Mute yourself when not speaking if possible
- When speaking as a panel, or with multiple other speakers, always give a couple seconds between starting to talk when you think the last person has finished, to avoid cutting someone off

### Be prepared

- Be prepared with key messages you want to share. You can use a script, but it should be for reference only
- Breathe