



Best Practices: Speaking at a Virtual Event

Tips and tricks for presenting the best “you” in a virtual world while presenting at CCSA Issues of Substance 2021



Agenda

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Internet

Please complete an internet speed test to ensure the best possible connection.

<https://www.speedtest.net>

You need a minimum upload speed of 5Mbps and download speed of 30Mbps, with a maximum jitter/ping of 20ms.

If you are not getting these results, please consider going into your workplace for a better connection.



Internet



← Hardwire
if possible →



If you are unable to get a wired connection, please set up as close to the internet router as possible.

Presentation Content

Please submit your PowerPoint presentation before the deadline.

- The Encore technician will operate your presentation slide deck.
- You will be able to see your presentation in the Gallery view, where you can pin and enlarge it.
- You will receive timing cues in the Zoom Chat, so make sure Chat is open.
- You can advance slides by using the Zoom remote slide advancer.
- If you have problems with the advancer, just say “Next slide,” and the Encore technician will take control.
- Your production team is watching and listening and is there to support. You are not alone!



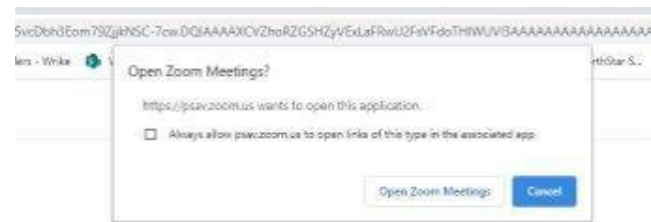
Location — Where to Log In

Make sure you have the most recent version of Zoom.

To download Zoom, visit <https://zoom.us/meetings>



For the pre-recording of your presentation, please log in to the Zoom Meeting five minutes before your start time by clicking the link provided to you.



When system dialog prompts, click **Open Zoom Meetings**.

In all likelihood, the pre-recording of the presentation before yours will be wrapping up. You will be admitted from the waiting room after the previous recording has finished. You should Join with Camera & Mic ON.

After admitting you, your Encore technician will review your details before recording your presentation.



Location — Environment

Please put your mobile devices on silent while presenting.



You want to be in a quiet area with minimal distractions.



If you are sharing internet with others in your home, please let them know when you will be presenting. If possible, ask them to avoid streaming or online gaming during your presentation.



Location — Background

Splashes of colour such as books, a photograph or flowers can make a space come alive.



Clean backgrounds without clutter are best



Location — Lighting

Natural lighting is best, though artificial light can be used if the outside is dark or there is bad weather.



Your entire frame should be clear and full of light. Ensure the lighting is facing you, not shining behind you.



The same concept applies to artificial lighting. Try to have the light in front of you instead of behind you. This will minimize shadows on screen.



Audio

Avoid using your computer's microphone. Headphones or an external microphone will provide better sound quality.



Composition and Framing

When framing your shot, follow the rule of thirds. In photography, the rule of thirds is a type of composition in which **an image is divided evenly into thirds, both horizontally and vertically**. The focus of the image is placed at the intersection of those dividing lines or along one of the lines itself.

Your eyes should line up along the top line in the frame. There should be just enough head space from the top of the head to the top of the frame



Wardrobe

Colours and patterns can make a difference in how you appear on screen.



DO: Stick to simple designs and lighter colours.



DON'T: Wear white, green, or busy patterns.
Avoid logos and large jewellery.



Engagement in a Virtual World

Presenting is much different virtually. Not having a live audience means not getting energy nor feedback from your audience. Be prepared for a different experience. (You can still tell a joke, just don't expect a laugh back.)

However, somethings are still the same:

- Smile
- Be mindful of your posture
- Maintain “eye contact” (with the camera)
- Use a natural voice inflection and tone
- Avoid large gestures
- Stand to present (if possible)
- Pro Tip: Clean your camera lens
- Pro Tip: Don't shake the desk



Additional Tips to Remember

Always be aware of your video and microphone positions. Are they on when they're supposed to be on and muted when appropriate?

Refrain from typing while you are engaged on screen. Keep your focus and attention directly on the remote audience.

Think of ways in which to bring the audience into the show. Are there opportunities for interactivity?



THANK YOU!

