



## Tips for Remote Presenters

### Setting

- **Camera position.** The camera should be eye-level to the speaker. Remember to speak into the camera, not at the screen!
- **Lighting.** The speaker should have a light source facing them. Face a window, or have a task light above the camera. Positioning a speaker in front of a window or other strong light source will put them into a silhouette, and the audience cannot see them.
- **Background.** Consider what is visible in the background shot. This includes the room or backdrop, but also activity that may be captured during the presentation (children, pets, other abstractions). A private room is best! Consider using a virtual background.
- **Sound.** A computer mic can sound tinny, and will pick up ambient sound (children, sirens, etc.) Use a portable mic if possible. This can be as simple as a headset with mic, or an external mic that can be plugged into your computer via USB. Some external USB webcams have built-in microphones that may work well.
- **Presenter position.**
  - o In a panel presentation, try to have all presenters sit at the same distance and angle from the camera, so that they are all framed in the same way.
  - o Some speakers prefer to stand up to present (more energy). Make sure the camera angle and mic are set correctly.

### Technology

- Test, test, test. This helps to avoid connection or technology problems, and makes the presenters more comfortable with the platform.
- Hard-wired connections are recommended over WiFi, especially for live feeds.
- If using a laptop or other device, make sure it is fully charged or better yet plugged in for the duration.
- Disable notifications from other programs. “Pings” from incoming email notifications can be very distracting.
- Mute all devices (phones, etc). This avoids phones ringing in the middle of a presentation.
- Have a clock clearly visible to all presenters. A moderator can help to keep time.
- All audience members will arrive to your session muted. Consider asking them to remain that way unless they want to ask a question.

### Appearance

- **Attire.** Try to wear plain-coloured clothing with little to no detailing. Checked or plaid shirts for example can cause artifacts in the video compression and can be distracting for viewers.
- If using a “body mic” (i.e. headset with mic), be sure that it will not come in to contact with any jewelry such as necklaces or long hair.