

REMOTE PRESENTER BEST PRACTICES

「*projection*」

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We have gathered together advice and tips from our team to help make your remote presentation successful.

- Always make sure that your Internet connection is through a hard wire Ethernet LAN if possible. Do not use a wireless Wi-Fi connection for your remote presentation if you can avoid it as these types of connections can experience packet loss that can degrade the quality of your audio or video and may even cause the signal to stutter or drop entirely.
- If you have a presentation as a part of your talk, please create a back-up “narrated version of your presentation” by following the instructions in this linked document [[Link](#)]. Please provide the file to the person managing the webinar so that it can be used in the event of connection trouble during the live program.
- If you are using a webcam, please consider the following:
 - Sit in a comfortable position and ensure that you are centered in the webcam view. Ideally your webcam is either at, or slightly above your eye level. Place an sturdy item underneath your laptop if needed.
 - Think about what is behind you! The last thing you want is for your audience to be distracted. Try to choose a professional and neutral background where there is little or no possibility someone may walk behind you. A book shelf or home office environment works well.
 - Lighting is important. Your computer screen will typically put off a blue light. Make sure any light source in the room, such as a window or a lamp is in front of you. Make sure there is no light source behind you as this may cause your face to appear dark in the camera.
 - What you wear can interfere with the webcam. Try to avoid wearing pure white clothing as it can look overexposed. Try to avoid wearing checked patterns as they don't usually read well on a webcam. Solid colors other than white work well.
 - Look directly into the camera as much as possible when presenting, this will make your virtual audience feel as if you are talking directly to them. People naturally tend to look at the video of themselves while presenting. If this is the case position the video of yourself on your computer screen as close to your webcam as possible. This will make it look as though you are looking directly into the camera.
 - If you wear glasses, they will reflect what is directly in front of you into the camera. Tilt your head slightly, or adjust your glasses to eliminate this effect.

REMOTE PRESENTER BEST PRACTICES Cont.

- Your microphone will pick up any noises around you. Try to eliminate any background noises and mute any telephones or other devices so they will not provide a distraction during the talk.
- We highly recommend using a USB headset during your presentation. The microphone will be placed close to your mouth so that background noise is greatly reduced compared to your computer's built-in microphone.
- A USB headset or a regular pair of headphones can greatly enhance what you hear with audience participation or questions.
- Relax and take a few deep breaths before you start presenting. Remember that the audience is interested in what you have to say, but you won't receive the same types of "social cues" that we all rely on in our daily interactions.
- Build in natural pauses in the content to allow the audience a moment to interpret an important point before continuing.
- Don't rush your presentation, but also don't dwell on any one slide too long. A remote presentation should be engaging and your content is key.
- Minimize the use of builds, animated transitions or videos during your presentation. These will not have the same impact in a web stream and can appear blocky and distorted to the end viewer.
- Familiarize yourself with how you'll look on the webcam by recording a 30 second video of your talk and watching it. Using these tools you can get used to presenting "live".
 - ▶ Windows 10

Click Start and scroll down to choose Camera. On the right you'll see a camera icon and the option to "Take a Video" click this to begin recording and then click stop when finished. A thumbnail will appear at the bottom of the screen. Click the thumbnail to view the video you just made.
 - ▶ Macintosh

Open the Photo Booth application and click the video icon in the lower left. Click the red button with camera icon to begin recording, then click to stop when finished. Double-click the thumbnail to view the video.
- Practice your speech and allow for a few extra minutes during your allotted time for questions (If it is practical). By practicing a few times, your talk will flow in a more natural way, you will be more relaxed and your audience will perceive that you have confidence in relating your expertise.
- Keep a glass of water nearby and take a drink during a natural pause in your talk if your throat becomes dry.



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