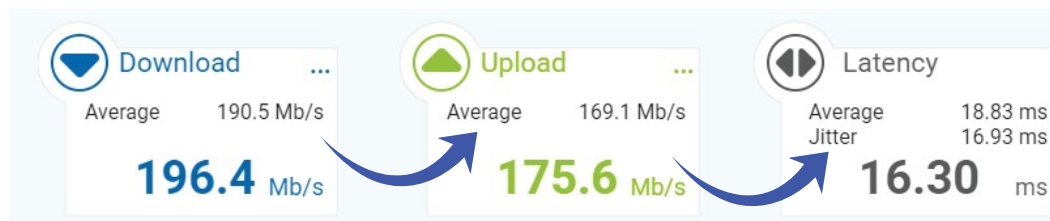


# VIRTUAL PRESENTER GUIDELINES

As events transition to being delivered online, you may suddenly find yourself having to give a presentation from home. The following tips and tricks will help make your virtual presentation a success.

1. Remote presenting via the internet requires a good internet connection. You can test your internet connection by running a speed test on <https://www.nperf.com/>. We are interested in your average **upload** speed and your average **jitter** to ensure a smooth experience.
  - *Minimum Upload Speed with screen share - 5Mbps, without screen share - 2Mbps.*
  - *Average Jitter - Less than 20ms*



2. If you are sharing your internet connection, be sure others are not impacting your bandwidth. Other video calls, streams or gaming can severely impact your presentation bandwidth.
3. If you are connected to a **VPN**, disconnect during the event. VPN services can cause connection issues on the streaming service and double the chance of failure.
4. We **strongly** recommend using an ethernet cable rather than relying on Wi-Fi for the virtual meeting. If only Wi-Fi is available, it is recommended that you setup near your wireless router to avoid any interference.
5. For the best sound quality, we recommend using an external microphone and headphones, when possible wired headsets are preferred (models such as the Logitech C920 are good to consider), but Bluetooth headsets can work as well, just make sure the battery is fully charged. For the best video quality, we recommend using a quality external webcam over your computer's built-in webcam. However, generally, if your laptop is less than 3 years old the built-in camera should suffice.
6. The place you present from should be free from distractions and any other sources of interference. Keep doors closed or locked and consider putting up a sign telling others that you are presenting and should not be disturbed.
7. Adequate lighting is needed for your camera to look good, so we recommend being in a brightly lit room. Avoid putting outdoor-facing windows and other bright light sources directly behind you. Focus lighting towards your face to ensure you stand out in the frame – avoid backlighting.

8. Plan out your background. Use space that is well lit, quiet, and free of clutter. A plain background, such as a colored wall and positioning yourself 2-3 feet from the wall to create depth in your frame, can help keep your audience focused on your content and not your home.
9. Make sure to position your webcam at eye level for a good quality camera angle. If you are using a laptop's built-in camera, consider using a laptop stand or other objects (like a stack of books) to bring the webcam to the proper height. You don't want your audience looking up your nose during your talk!
10. Wardrobe choices should be in contrast to your background. Avoid patterns such as stripes or herringbone as they distort on camera; avoid reflective jewelry where possible.
11. We recommend shutting down any other applications that could fight for control of your webcam or microphone such as **Zoom, Teams, Skype, etc.** Those applications could also potentially interrupt your presentation if someone tries calling you on those services.
12. During the virtual meeting, silence your phone. Turn off any audible notifications on your computer, we recommend closing applications such as **Outlook or Mail, Teams, Slack, etc.**