

## Virtual Speaker Tech and Set-Up Tips and Tricks

### Tech Tips

- ✓ Perform any software updates and reboots ahead of the live event. Reboots that trigger updates can prevent you from connecting at the proper time.
- ✓ Avoid using wi-fi; use a hard-wired connection if at all possible. If using wi-fi is necessary, make sure to run a speed test before and the day of your session.
- ✓ Avoid running any other internet-intensive applications on other devices on the same network. Make sure nobody is streaming videos or playing video games if you are connecting from home.
- ✓ Remind family members that you cannot be disturbed and put any pets out of the room. Put a note on the outside of the room to avoid sudden awkward appearances.
- ✓ Do not use a VPN connection, or a remote desktop connection to another computer unless absolutely required by your company or institution. If at all possible, we recommend using a personal - not work device - to attend the meeting.
- ✓ Reboot your computer the morning of, prior to connecting to the meeting. Close browser windows, email, etc. Set your computer to Do Not Disturb if you have this option.
- ✓ Test your camera and microphone ahead of time.
- ✓ Put your phone on silent, but do not turn it off in case we need to get in touch with you.

### Set-Up Tricks

- ✓ Position the camera at eye level. Place your laptop on books or a box to get it to the proper height. Tipping the camera up or down at an extreme angle does not solve this; you need to raise or lower the camera, or yourself, to achieve this.
- ✓ Clean the camera lens with a soft cloth or tissue. This is often the cause of “soft focus”.

- ✓ Center yourself left-right, and position yourself so your head is close to the top of the frame.
- ✓ Do not point your camera toward an exterior window or any bright light source. You need to be the brightest object in the image.
- ✓ Nice, soft, warm light is the best. Use a fill light in front of you if possible. Avoid lighting that is directly overhead and strong lighting behind you. Look at yourself in Zoom and try to avoid creating hard shadows. Soft lighting in the background is good.



- ✓ Check your background; make sure there's nothing there that you wouldn't want on the broadcast. Use the ACR virtual background to both create a unified look and feel of the meeting but also to help you hide distracting or messy backgrounds. *Please note this is not required.*
- ✓ Avoid bright white clothing or fine lines or patterns, and flashy or distracting jewelry that may make unnecessary noise.
- ✓ Sit or stand a comfortable distance from the camera. Look straight at the camera when you present – this is your audience and eye contact is important.
- ✓ Relax, speak slowly and naturally. Project just like you would in a room of people.