

# BEST PRACTICES FOR SPEAKERS AT VIRTUAL EVENTS

## Control video and audio quality

- Try to hold meetings in quiet, indoor locations to control ambient noise.
- Maintain a clear, even tone throughout the presentation that will allow the audience to hear you without adjusting their volume settings.
- You can test your audio connection before joining by clicking the "Test Computer Mic & Speakers" link. The audio preferences will open.
- You can test the volume and output of your speaker device by selecting "Test Speaker." If you cannot hear, change the output source by selecting a different speaker device.
- You can also select "Test Mic" to play back your microphone input.



## Think about your background

- Give some thought to background prior to your meeting and try to provide a nice, plain background.



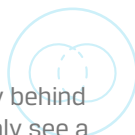
## Practice speaking to the camera and not the screen

- Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you are talking directly to them.
- Record yourself practicing to get used to looking directly into the camera and maintaining your tone. Watch your recordings so you can visibly see what you need to work on.



## Adjust your lighting

- Do not position a bright light source directly behind or beside you, because the audience will only see a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.



## Show enthusiasm and energy

- Remember, on video you often need to show a little more enthusiasm than you would normally, otherwise you could sound dull or uninterested. Make it interactive: notice people, make comments, ask participants to share something, and so on.

