

Tips for Presenting Virtually

Looking Your Best

Before your session:

- Find a quiet place, preferably away from children, pets, ringing doorbells and phones; mute your cell phone.
- Make sure you are in a well-lit area. Use a desk lamp behind your PC to provide frontal illumination.
- Adjust your PC so there is not a ceiling fan above you or a distracting object behind you.
- Put your camera at face level. Use a stand, box or stack of books to elevate a laptop camera.
- Close all other unneeded programs and test your internet speed before the call. Go to this link and conduct an upload and a download test and make a note of both speeds: <https://www.speedtest.net/>
- View Zoom bandwidth requirements:
https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux#h_d278c327-e03d-4896-b19a-96a8f3c0c69c
- Do not use a virtual background unless you absolutely must, or, unless you have a high-quality camera with superior resolution that eliminates the glowing outline around your image.
- Never use a video as a background or anything with moving objects.
- Don't wear a shirt color that blends with the background situated behind you. For example, wearing a solid black shirt in front of a dark black background leads to a "floating head" appearance.
- If you will be sharing your screen, only have the files open that you plan to share and no other programs.
- Take a few minutes to watch this video on [Lighting, Sound and Presentation Tips](#).
- Position the "Active Speaker" window on your screen directly under the camera so that it is natural for your eyes to be looking towards the camera. Looking directly at your camera while speaking engages attendees.
- Conduct a test of your overall virtual setting well in advance to identify anything that is amiss. Examine camera quality and placement, your background, ample frontal lighting, sound, and internet speed. Connect with a colleague to conduct a final test so they can confirm they see your best you!

Sounding Your Best

You will get the best quality experience by selecting "Use My Computer" for audio.

- Make sure you are in a quiet area. Anticipate if there will be mail deliveries, children coming home from school or any activities that might cause interruptions.
- Use a pair of ear buds (any that work with your computer) along with your computer microphone.
- Mute your house phone and/or cell phone.
- Place pets in a separate room.
- Unmute your mic while you are being introduced, so it is on before you start speaking.
- Script the first few sentences you will say at the beginning of your presentation, including a bit of background information about yourself, so you are comfortable getting started.