



Virtual Presentation Tips and Tricks

- Here's an article from MeetingPlay that does a nice job of summarizing tips for remote presenters:

<https://www.meetingplay.com/blog/presenter-tips-and-tricks-for-your-best-virtual-event>

- Also here's a YouTube video that outlines tips for making you look good on Zoom/Facetime/GotoMeeting:

<https://youtu.be/oNTl69SwFm0> LOCATION

LOCATION

- Choose a quiet place where you will not be interrupted.
- Background—make sure whatever we see behind you is not too busy or distracting.

LIGHTING

- Front lighting will yield the best results. Position yourself facing a light or a window.
- Have a ring-light or similar lighting available to help cast front-light on your face.
- The following link is an example of ring lights available from amazon.

<https://www.amazon.com/ring-light/s?k=ring+light>

ATTIRE

- Solid colors are preferred over black or white; patterns should be avoided.
- Cool colors and earth tones are the most camera friendly. Avoid orange or red colors if possible.
- Take off any large or noisy jewelry during recording to avoid interference with microphone or sound in general.
- Most importantly, dress to feel comfortable and confident!

MAKEUP

- Keep it natural and basic. No need for stage makeup!

VIDEO/CAMERA

- Best set up—external webcam connected to your computer
- Next best set up—a smartphone or tablet with a good camera. Make sure it can be secured on a tripod or stable surface.
- Least effective set up—built-in laptop webcam. These work fine but are often lower resolution.
- Your camera lens should be placed at or a little above eye level. You want to avoid looking down at the camera.
- Find a good distance from your camera so viewers can see your face and shoulders.
- Look straight into the camera lens as much as possible.
- Position your script or notes so that you're able to easily see them while also looking mostly toward the camera lens.
- There are a number of good to great videos that will go over how to look and sound great on your webcam. Here are a few of our favorites:
 - A quick guide by a professional photographer: <https://youtu.be/FMex-9FyljU>
 - Good overall tips on light, camera, background etc.: <https://www.cnet.com/videos/you-have-to-look-good-on-a-webcam-today/>
 - Great Tips on Proper lighting, camera position, makeup: <https://youtu.be/ACNGhPKnmok>

AUDIO/MIC

- Best—External mic (tabletop, lavalier, etc).
Here are examples of Lavalier mics available on Amazon:
https://www.amazon.com/s?k=lavalier+microphone+for+computer&crd=751LWUNKJOAZ&sprefix=lavalier+%2Caps%2C167&ref=nb_sb_ss_i_6_9
- Next best—wired or wireless earbuds (w/mic). Many news correspondents use these. They work well, but are visible to the viewer. If using wireless, make sure to fully charge them.
- Least effective—computer or device internal mic (this can cause feedback problems)

INTERNET CONNECTION

- Hard-line ethernet connection to your router is better than wifi.
- If you are on wifi, try to be close to the router for the strongest connection.
- Minimize other devices on the same router during the program (i.e., family members streaming video or video games, music streaming, etc.)

GENERAL

- Silence all audio distractions such as your phone and computer notifications.
- It can be helpful to reboot your computer/device just before connecting for optimal speed.
- Close all unnecessary apps on your computer/device so they don't eat up memory or bandwidth.
- Water—always good to have on hand. Don't hesitate to take an appropriate pause and sip when you need to.