

TIPS FOR PRESENTING TO A VIRTUAL AUDIENCE

FOCUS ON WHAT MATTERS

1. Turn off all non-essential program prior to beginning your presentation.
 - Check for background programs in your task manager that you don't need.
 - Shut down all email and messenger/chat programs (Skype, Google Hangouts, Teams, Slack, etc). Closing them is not the same as shutting them down, and you can be interrupted by email and/or chat notifications.
2. Avoid using bandwidth hogs like web browsers and multiple Microsoft Office products. Google Chrome in particular stores a lot of information in-memory, so shut all browsers windows and close out the program. If you must use a web browser, close it and re-open it to only the necessary tabs before you start.
3. Windows 10 offers a feature called Presentation Settings that allows you to disable system notifications and sleep settings. Go to your Start Menu and type Presentation Settings to access this feature.

VIDEO AND AUDIO SET-UP

1. Prior to joining the webinar, test your speakers and microphone.
2. Make sure you have a strong internet connection.
3. Turn off all apps and software and extra browser windows as you present (some of these may use the internet and affect sound quality or slow your computer down)
Especially EMAIL

HOW TO LOOK AND SOUND GREAT

1. Similar to in-person presentations, keep your attire professional.
2. Avoid wearing solid black, solid white or neon colors near your face, which will "cut off" your head and can look distorted. Make sure that any jewelry or accessories will not bump into your headset or create noise (long earrings, bracelets, etc).
3. Lighting is important – make sure you have plenty of lighting. Sit facing a light source like a window, desk lamp, or other light source. Optimize natural light sources and use soft directional lighting. Avoid lighting with bare bulbs.
4. If you are using computer audio, avoid typing when unmuted (you are essentially typing on top of your microphone).
5. Use a pair of ear buds (any that work with your computer) along with your computer microphone. If you can't be in a quiet area, consider a headset with microphone.
6. **Reserve using the dial-in number for times when you don't have easy access to a computer or you have low quality Internet access.**

SET YOUR "STAGE"

1. Find a quiet place and clear the physical space around you. Not only will it keep you focused, but it also helps virtual participants who may be distracted by your surroundings.
2. ALL ATIA Staff will use a standard ATIA virtual backdrop. If you would like to use it please let us know and we can share it. Otherwise be creative and use what you are most comfortable for a backdrop.
3. If you are presenting from a shared office space be sure to close doors and hang a sign that you are presenting.
4. Any time you are not speaking, place yourself on mute by clicking on the microphone icon in Zoom.
5. Your camera should be at eye level; however, most laptops not tall enough to support this if placed directly on your desk. Invest in a riser or a stack of books create more height.
6. If you look directly at your camera while speaking, your attendees will feel much more included in the conversation. 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
7. If you use dual monitors, make sure your camera and notes are on the same screen.
8. By only having what you will use open on your computer you will avoid sharing any personal or private content. ALSO TURN OFF NOTIFICATIONS and Hide browser toolbar bookmarks.
9. Keep water in arms reach and silence your devices.