Technical Guidance for Virtual Speakers

Recording Platform for Semi-Live and On-Demand Speakers: SWE recommends using an easy software like Zoom, GoToMeeting, or Google Meeting to record your presentation.

Presentation Platform for Live Speakers: Speakers presenting their content live will use the Zoom platform.

Before recording or presenting, use the items below to prepare for a successful presentation.

1. Display your presentation AND speaker webcams so viewers can see you!

2. If using Zoom, download the WE20 background, available on the WE20 Speaker Resource page on August 25. If you are not using a Zoom background, make sure the background in your webcam is uncluttered to avoid distracting viewers.

3. Camera lens should be placed at or slightly above eye level. Look straight into the camera lens as much as possible. Avoid looking down at the camera.

4. Place your script so you’re able to easily see it while looking toward the camera lens.

5. Front lighting will make you look your best. Position yourself facing a light, window, or use a ring-light or lamp.

6. Choose a quiet place where you will not be interrupted. Silence all audio distractions, such as your phone and computer notifications.

7. Quit all software not related to giving your presentation, including any software running in the background that may interrupt your recording with pop-up or sound notifications, such as email, instant messaging or antivirus monitoring.

8. Mute your microphone except when it’s your turn to speak.

Webcams:
- Best: external webcam connected to your computer.
- Next best: a smartphone or tablet that has a good camera. Make sure it has a strong internet connection and that it can be secured on a tripod or stable surface.
- Last best: built-in laptop webcam. These work fine but are often lower resolution.

Mic Options:
- Best: external mic (tabletop, lavaliere, etc.).
- Next best: wired or wireless earbuds (w/mic). If wireless, make sure to fully charge them.
- Last best: computer or device internal mic (this can cause feedback problems).
9. Test your computer microphone to be sure it is picking up your voice.

Delivery

- Most importantly, you should dress to feel comfortable and confident!
- While personal taste may vary in our remote environment, there will be a large audience attending virtual sessions. It would be to your advantage to wear business casual attire.
- Solid colors are preferred over black or white; tight patterns should be avoided.
- Colors within the bright orange to orange-red spectrum tend to not be video-friendly. A little is ok, but “cool colors” and earth tones work better on camera.
- We advise against large jewelry that may brush up against a microphone and “noisy” jewelry, such as bangles and multiple bracelets.
- Don't forget to smile at least once per slide.

Resources

Here are a few useful videos to use as you are preparing to record your session.

- [How to Light & Angle Your Screen to Look Your Best](#)
- [A Quick Guide by a Professional Photographer](#)
- [Good Overall Tips on Light, Camera, Background etc.](#)
- [Tips on Proper Lighting, Camera Position, Makeup](#)