



RECOMMENDED SYSTEM SETUP

FOR VIRTUAL EVENTS

Presenting content in a virtual event is quickly becoming the norm in today's environment. With a few simple tips you can be confident in your delivery for a successful presentation.

1. BE PREPARED



- › Speed Test - Click [HERE](#) to test your connection to the internet
 - Upload speed should be at least 8 Mbps
 - Download speed should be at least 16 Mbps
 - For the most stable connection, plug an Ethernet cable into your computer from your internet router
- › Ways to Increase Speed
 - Close unnecessary browser tabs and pause software updates running in the background
 - Disconnect all unnecessary devices from your Wi-Fi (i.e. smart TVs, Alexa/Google home, cellular devices, etc.)
 - Make sure to use a modern and up to date browser such as Google Chrome or Firefox when launching the speaker platform (not Internet Explorer)
- › Video Camera Test - Click [HERE](#) to test your video camera resolution
 - Your camera should be at least 720p or 0.9 MP (megapixels)
 - If your camera does not meet the suggested resolution, consider an attachable webcam [OPTION 1](#) or [OPTION 2](#)
 - Practice by recording yourself using your webcam
 - Test out the tech platform to familiarize yourself with the features

2. SOUND CHECK

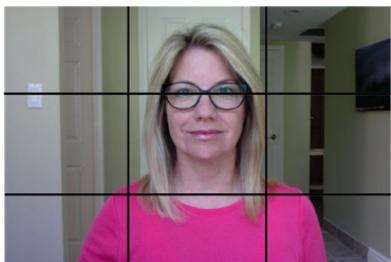


- › To avoid an echo, make sure to join with your mic & speaker muted
- › If your computer's internal audio is unclear, sometimes headphones or external microphones will work better. Consider purchasing a USB microphone such as Blue Yeti or Shure mv5 for the best sound
- › Find a quiet spot to avoid background noise and turn off all notifications on your computer to avoid distracting yourself or your audience during a broadcast.
- › Silence all devices

3. LIGHTING CHECK



- > Make sure you are using front-facing light to ensure the audience can see you clearly and to reduce shadows
- > Ensure good light on your face by facing a window to allow natural light to illuminate you. Avoid back-light (or lights from above) as it creates shadows. Where needed, supplement by putting a lamp or ring light behind your webcam
- > Consider purchasing a lume cube or led ring light



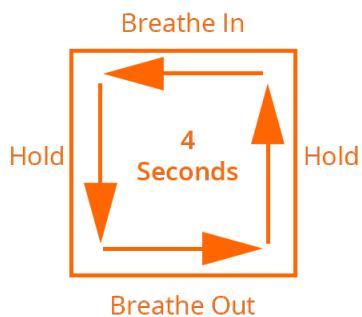
4. FRAME YOURSELF

- > Center yourself leaving a small margin over the top of your head and having both shoulders in the frame
- > Check your posture. Try standing up. If seated, lean forward to avoid slouching
- > Elevate or suspend your webcam/camera so that it is at eye level or just above eye level
- > Opt for solid color outfits and backgrounds as some cameras will act up with stripes and checkered patterns
- > Darker color clothing is better



5. YOUR BACKGROUND

- > Use a background that aligns with the message you want to convey
- > Make sure your background is not cluttered
- > If you choose a virtual background, make sure it is not distracting
- > Use neutral and subtle colors in the background to keep the focus on you. Having a plant, a piece of artwork or bookshelf in the back is a nice touch



6. FINAL CHECK

- > Breathing exercise: take a deep breath in through your nose for 4 seconds, hold for 4 seconds, and release through your mouth for 4 seconds
- > Maintain eye contact with the camera – don't look at yourself
- > Remember you are not talking to the camera, but rather through the camera
- > Imagine the audience is on the other side