

Best Practice Guide for Virtual Speakers



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Know Your Platform

- Practice in the same environment and same device that you be using when we record/go live.
- Test your connection and devices
- Turn off any cell phones, tablets, or desktop notifications
- Check the mic and webcam prior the session
- Connect to a strong and stable internet connection. If possible, connect your device directly into the router using an ethernet cable.
- Ensure you test any equipment you'll use on the day, e.g. headphones, microphones
- Laptop should be plugged to a power source
- We will schedule a test with you to check your connection and set up

On the day

- Choose a well-lit, quiet space with a tidy background
- Mute every device including your mobile phones
- If you are using a laptop, ensure the charger is plugged in
- If you are sharing slides, have these open before the webinar begins so you are ready to share your screen
- Use the same audio/visual equipment as in your rehearsal. Use a plug-in headset if you have one
- Have a glass of water and your notes nearby
- Speak in a clear, positive, and enthusiastic tone of voice to ensure you keep your listeners engaged
- Maintain positioning of your video frame. Try not to move outside of your frame
- Be aware of your speaking volumes and proximity to mic if not wearable
- Be aware of the chat widget for questions asked and audience engagement
- All running unnecessary applications running in the laptop should be closed
- Disable any notifications to avoid any sound or pop-up alerts
- If you are delivering a live session, join the webinar 30-minutes before the session for a final connection test.
- Wear clothing that looks good on cameras such as solids, pastels, etc. Stay away from very bright colors, heavy design, patterns, or noisy jewellery.
- Don't forget to address the remote audience, say hello, and welcome them to the session. Recognize that they're part of the audience and encourage them to engage.
- Look at the camera every 1-2 minutes. The remote audience wants to feel connected and present, as they're in the room.
- Try to include supportive resources such as session presentation, handouts, and other recommended resources.
- If there are any problems, we'll call you. And – if it won't put you off, we can always text you a 'going well' message to your mobile to confirm were getting you loud and clear.

Have any questions? Contact us

Please reach out to us should you have any queries by sending an email to Speaker@informa.com