# TECH
DOCUMENT

INTRODUCTION

Thanks for being a speaker with us! We've put together this helpful guide for ensuring the best possible audio and video quality, as these details make a big difference to the final outcome. We so appreciate you taking the time to read this and incorporating the advice, and we look forward to recording with you!

matchbox
VIRTUAL MEDIA

You can also watch this video for recording tips:
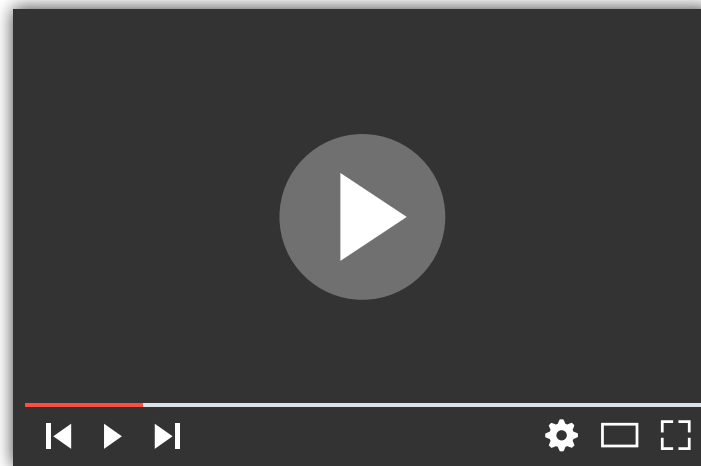
COMPUTER
SETTINGS

Usually, a **built-in webcam** works well enough. Record in a place where you can get the **strongest internet connection**. If possible, **connect directly** to your router through an ethernet cable. This will give you the best possible quality and will protect against connection problems. **Reboot your computer** and keep as few things running on your device as possible (close any applications). In your computer's settings, **disable all pop-up notifications** that could cause a distraction during your talk.

VIDEO **RECORDING**

Set up your webcam at **eye-height**. Facing the camera face-on creates the best connection with your audience (stack your laptop on some books or a box.) Look at the camera while you're talking and not the screen. Sit no further than an arms-length from your camera. Make sure your face is centered and some of your shoulders are showing. **The top of your head** should be close to the top of the picture. **Be mindful of the background**. Try to sit in front of a nice-looking background without clutter, distractions, or embarrassing items. Avoid sitting in front of logos/branding. Avoid using **language** that references time.

LIGHTING

If the camera can see the light source your image will be silhouetted and dim. Make sure there is **plenty of light** in the room. Do not put the light behind, above, or below you to avoid shadows in the face, Avoid being in front of windows.

AUDIO

Please use a **microphone or a headset** rather than relying on the computer to capture the sound. The quality will be significantly improved! (Note: **good quality audio is the most important factor of all**.) Clip your mic properly (you can use a paperclip) to avoid pressing up against clothing and making distracting noises. If a headset is unavailable, iPhone earpieces (with mic) also work. **Speak clearly**, and turn off anything that makes loud noises in the room. Sneezes happen! if you are about to make some potentially disruptive noises, we will ask you to start that sentence you interrupted over.

ADDITIONAL PRESENTATION
& MATERIALS TIPS

PRESENTATION TIPS

After getting your camera placed at the correct height, open your PowerPoint and run through it quickly. Since you will be controlling the slides while presenting, it's important to consider the following: Can you simply and easily advance slides and navigate? Or are you awkwardly reaching up to your arrow keys?

We recommend using something other than the arrow keys on your keyboard. If you can use a wireless presentation clicker/pointer that would work best. If you know how to advance with your mouse or external keyboard this will work too.

MATERIALS TIPS

Remember that presentations can and will be watched on mobile devices. Therefore, the following standards should be considered for presentations:

- ✅ **DO**: Think of your presentation as key take-a-ways statements.
- ❌ **DO NOT**: Think of your presentation as your script or every last detail the viewer needs to know.
- ✅ **DO**: Use access to pdf attachments for detailed or additional viewer resources.
- ❌ **DO NOT**: Make pdf attachments mandatory to follow along with your PowerPoint.
- ✅ **DO**: Have a bold title slide for opening, main topic areas, and final summary slide.
- ❌ **DO NOT**: Build so many slides you cannot get to them all and skip slides.

BEST

- Slides should be 16:9 format

- Fonts size 14 pt or larger

- High contrast slides

- Black text on white backgrounds

- Graphs and Forms should be fullscreen

- Add detailed information as pdf links

AVOID

- Red text on black background RED RED

- Yellow text on white background YELLOW YELLOW

- Gradient backgrounds

- Picture backgrounds

- Too much content on each slide