We22
The World's Largest Conference for Women Engineers

MENTORING

CAREER DEVELOPMENT

SUPPORT

CONNECTING

★ ★ ★ ★ ★ HOUSTON, TX
October 20-22
George R. Brown Convention Center

A **World** of **Opportunity** Awaits

Guidance for **Remote Presenters**

★ Here's an article from MeetingPlay that does a nice job of summarizing tips for remote presenters:
https://www.meetingplay.com/blog/presenter-tips-and-tricks-for-your-best-virtual-event

★ Also here's a YouTube video that outlines tips for making you look good on Zoom/Facetime/GotoMeeting:
https://youtu.be/oNTl69SwFm0

Location

★ Choose a quiet place where you will not be interrupted.

★ Background—make sure whatever we see behind you is not too busy or distracting.

Lighting

★ Front lighting will yield the best results. Position yourself facing a light or a window.

★ Have a ring-light or similar lighting available to help cast front-light on your face.

★ The following link is an example of ring lights available from amazon. https://www.amazon.com/ring-light/s?k=ring+light

Attire

★ Solid colors are preferred over black or white; patterns should be avoided.

★ Cool colors and earth tones are the most camera friendly. Avoid orange or red colors if possible.

★ Take off any large or noisy jewelery during recording to avoid interference with microphone or sound in general.

★ Most importantly, dress to feel comfortable and confident!

MakeUp

★ Keep it natural and basic. No need for stage makeup!

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Video/Camera

★ Best set up—external webcam connected to your computer

★ Next best set up—a smartphone or tablet with a good camera. Make sure it can be secured on a tripod or stable surface.

★ Least best set up—built-in laptop webcam. These work fine but are often lower resolution.

★ Camera lens should be placed at or a little above eye level. You want to avoid looking down at the camera.

★ Find a good distance from your camera so viewers can see your face and shoulders.

★ Look straight into the camera lens as much as possible.

★ Position your script or notes so that you're able to easily see them while also looking mostly toward the camera lens.

★ There are a number of good to great videos that will go over how to look and sound great on your web cam. Here are a few of our favorites:

   ★ A quick guide by a professional photographer: https://youtu.be/FMex-9FyljU

   ★ Good overall tips on light, camera, background etc.: https://www.cnet.com/videos/you-have-to-look-good-on-a-webcam-today/

   ★ Great Tips on Proper lighting, camera position, makeup: https://youtu.be/ACNGhPKnmok

Audio/Mic

★ Best—External mic (tabletop, lavaliere, etc)

★ Here are examples of Lavalier mics available on Amazon: https://www.amazon.com/s?k=lavalier+microphone+for+computer&crid=751LWUNKJOAZ&sprefix=lavalier+%2Caps%2C167&ref=nb_sb_ss_i_6_9

★ Next best—wired or wireless earbuds (w/mic). Many news correspondents use these. They work well, but are visible to the viewer. If using wireless, make sure to fully charge them.

★ Least best—computer or device internal mic (this can cause feedback problems)

Internet connection

★ Hard-line ethernet connection to your router is better than wifi.

★ If you are on wifi, try to be close to the router for the strongest connection.

★ Minimize other devices on the same router during the program (i.e., family members streaming video or video games, music streaming, etc.)

General

★ Silence all audio distractions such as your phone and computer notifications.

★ It can be helpful to reboot your computer/device just before connecting for optimal speed.

★ Close all unnecessary apps on your computer/device so they don't eat up memory or bandwidth.

★ Water—always good to have on hand. Don't hesitate to take an appropriate pause and sip when you need to.

If you have any questions or want additional guidance please contact our remote presentation support person—Chris Cherek at 312-961-9982 or Chris@CherekProductions.com

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