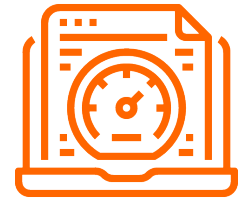# Successful Events
Start Here.

Presenting content in a virtual environment 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
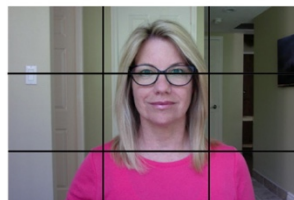
5. Your Background

- 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. Additional Best Practices

- 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