

Virtual Speaker Recording Toolkit

Presenting to an audience of 5 to 1,000 is a daunting task as it is. But when it is done virtually (whether pre-recorded or live) and all you can see is your presentation and not the audience reaction, it can be even more overwhelming. We've put this Virtual Speaker Toolkit together to help you anticipate what to plan for while you prepare your presentation and deliver it.

Preparing Your Content

Make sure to check in with your contact about your presentation. Will it be offered "live" or will it be pre-recorded? How much time do you have and how will questions and answers be managed? This information was emailed to you. Contact Jackie Poor Hahn at jhahn@cfha.net with questions.

Let's Get Technical

Connectivity

An Ethernet hardline is recommended over a Wi-Fi connection to provide more stability.

Recommended internet speed: 10 mbps up and down. [Use this website](#) to check your internet speed.

Using Wi-Fi?

Boost your Wi-Fi strength. Sit close to your router and have as few obstructions between you and the router as possible (i.e. walls, TVs, etc.).

If sharing internet with other users, ask them to minimize their internet use during your presentation.

Disconnect from your business VPN.

Laptop and Camera

If you are using a company-issued laptop, company firewalls could be an issue.

Most computers come with a built-in webcam.

Be sure to turn on the HD setting for your webcam.

An external webcam can be used if your computer does not have one.

Microphone

Most computers have a built-in microphone. To ensure your voice sounds clear and external noises are kept to a minimum, consider the following:

External microphone - you can use an external USB microphone that plugs into your laptop and place it closer to you for better audio.

Headset - a headset with a built-in microphone can also be plugged into your computer. The proximity of the microphone to your mouth will help make your voice be clearer and cancel out unwanted noises.

Keep in mind a microphone in front of your face will be distracting to viewers.

Prepare, Practice, Rehearse

Make sure your team has planned their presentation. Recording day is set to run through once, from start to finish. The plan is not to edit or do retakes to make a finished product.

While rehearsing your presentation is a must, be sure to rehearse in your home or office setting now that you are presenting in a virtual event.

Plan to introduce your speakers during this recording, NOT during the live presentation.

Get more information [here](#)?

Setting Yourself up for Success!

Location

Identify a space where there is minimal to no background noise or distractions in the camera frame.

How is the lighting in the room? Take note of the time of day when you will actually present. The natural sunlight could differ if you are presenting during the day or at night.

Speaking Position

Standing up while presenting will help make this as real as possible. Consider a standing desk or placing your laptop at a higher position to allow you to stand like you are presenting in a room with attendees.

Speak straight to your camera. Your webcam should always be at eye level.

While your head and shoulders should dominate the screen, consider standing back a little further so that you can move around a little and not appear stiff like sitting in a chair.

Background & Lighting

Keep your background neutral and free of distractions.

Have the brightest source of light facing you so that you are clearly visible when speaking.

Be sure to check lighting at the time of day when your presentation will be recorded.

Avoid having a window in the frame. This will cause the background to be overexposed.

Ready, Set, Let's Go!

You've prepared a great presentation, you found a great spot and your equipment is ready. You even rehearsed. Here are some final reminders.

Day of presentation

Make sure you are comfortable with the conference tool.

Ensure your computer audio and video is working.

Switch your laptop to "Do not disturb" mode (on Mac or on PC).

Keep a small bottle of water next to you.

Attire

Wear solid colors or jewel tones and avoid stripes or wild patterns. Navy looks better than gray or black.

Be aware of jewelry that makes noise.

You can turn on the "Touch up my appearance" feature on Zoom to smooth your appearance.

Simulive presenters try to wear the same clothing you will wear during your conference presentation.

Lighting

Set yourself up in front of a window or a place with as much natural light directed toward your face as possible.

Do not have lighting behind you. You will be shadowed or washed out, and in both cases harder to see.

Remove distractions

Close any applications on your computer that are not needed.

Turn off your cellphone, your email pop-ups, etc.

Place a sign on your office door with "Presenting, Do Not Disturb."

Find a simple, non-distracting place in your home that could appear to be office space. Use a Zoom virtual background if needed.

Maintain a strong voice

A strong, clear voice will be more audible.

Don't be afraid to use hand motions.

Vary your pitch, speed, and volume.

Be natural and enjoy your experience.

After recording session...

CFHA staff will download the recording and store it for the conference.

A link to the recording will be sent to the presenters.

Session coordinator should send PPT and handouts to jhahn@cfha.net for inclusion in the mobile app.

We will be in touch with next steps...