



# VIRTUAL CONFERENCE RECORDING SPEAKER TIPS

## PREPARING YOUR PRESENTATION

1. Introduce your learning objectives at the beginning of the presentation. Ensure that attendees know what to expect from their time in your session.
2. Use one (1) slide every 1-2 minutes during your delivery to keep the audience actively participating.
3. Keep text on your slides short and make sure they are easily readable. Utilize a large font size and incorporate visuals when possible.
4. Tell stories! Stories build a fast rapport, especially when you lack face-to-face interaction. Stories capture the attention of all types of learners, keeps them engaged during the session, and helps them to remember your information in the future.
5. Build time into the session for audience reflection. Consider asking them to think of an experience or situation and then take a pause to allow them to formulate their thoughts before you continue.

## TECHNOLOGY - VIDEO AND AUDIO SET-UP

1. Prior to joining the recording session, test your speakers and microphone. Zoom allows you to record either through your computer or by dialing in with your phone.
2. Make sure you have a strong internet connection. Consider connecting via hardwire if you are unsure about your wifi connection.
3. Look at the space where you will be presenting. Remove any items that you do not want shown on camera or that could be distracting to attendees. If your webcam supports it, consider using a virtual background. An AEA [virtual background](#) will be provided for your use.
4. Lighting is important – make sure you have plenty of lighting. Sit facing a light source like a window, desk lamp, or other light source. Optimize natural light sources and use soft directional lighting. Avoid lighting with bare bulbs.

## DURING THE RECORDING SESSION

1. Audience members will see your video stream and any slides or materials you are sharing on your screen simultaneously.
2. Your audience is now your webcam. Be sure to make eye contact with your camera throughout your presentation. You can even tape some photos of people behind your computer to simulate an audience.
3. Remember to take breaks naturally in your speech. Have a glass of water nearby and take a sip for a natural pause.
4. Consider standing. Standing can help you to feel more energized and helps to raise the variability of your voice. Just make sure not to walk out of the view of the camera.
5. Be yourself! Show your personality to better engage with the audience. And don't forget to have fun!