

SPEAKER'S GUIDE

What makes a good presentation? Interesting subject matter and engaging speakers are the most important items. But there are also a few simple things you can do to greatly improve the technical quality of the video itself.

Start Time

Please let us know when you are ready to start, and verify that we are ready. Otherwise, the first part of your presentation may be lost.

Introduction

If someone else is introducing you, have them use a microphone. If they don't, their words won't be audible on the recording.

Lights

Leave the room lights on. Without enough light, the recording will only show your silhouette.

Microphones

- Keep the mic turned on, even if you're not using it for the moment.
- Be careful not to click your pen right in front of the mic.
- If you are using a fixed microphone, speak directly into it. If you are using a wireless mic, make sure to carry it with you at all times.

Cell Phones

Turn off your cell phone. Even when muted, phones can create interference.

Laser Pointer

We recommend not using laser pointers. While the pointer is great for a live audience, the camera won't be able to pick it up, which may cause confusion for viewers watching online. Instead, try to use descriptions ("the second item" or "the graph in the lower right") to direct the audience's attention to specific slides.

Audience Questions

It's a good idea to repeat the question after the audience member asks it. People often don't wait for a microphone to start talking, so others in the room may not be able to hear the whole question; repeating it also helps frame the question for the audience viewing the video online later.