

A guide for online presenters

The following information should help you to prepare for presenting online.

Choosing a location

Choose a location that is quiet, relaxed, has good natural lighting and is uncluttered. You ideally will need to be facing a window so that your face is evenly lit. Next declutter making sure that there is nothing distracting behind you. Ideally you do not want anything to be behind your head (such as artwork, plants, or door frames) if in doubt, get it out!

Checking background noise

Make sure all your devices have all notification sounds switched off. If there is anyone else in the building you need to let them know that you are presenting live and ask them to avoid making any noise. Consider putting a sign on the door to remind people.

Framing yourself

Ideally your camera should be positioned somewhere between neck and eye height, if you are using a laptop you may need to raise it up above the desk. Placing a camera lower than this will not produce a good image. If your desk wobbles, make sure that you are not touching it to avoid camera shake when you move.

Please **position yourself with your eyes one third of the way down the screen**. There should be a small amount of space between your hair and the top of the screen. Please do not place your head in the vertical centre of the screen. The bottom of the screen should be in line with your armpits. This is called a medium close up and is the standard framing used for tv and film. Please centre yourself horizontally. The image below shows what you should look like.



Lighting yourself

Natural daylight from a window is usually the best way to light yourself as artificial lighting is usually overhead and will not light your face properly. **If possible, please make sure that the window is in front of you** and not behind you or to the side. If using room lighting, beware that some LED lighting can cause a noticeable flicker.

What to wear

Please **avoid wearing stripes or fine patterns** as this can create distracting patterns in some cases. Also beware of jewellery that may make a noise when you move or if it hits a surface.

Eye contact with the camera

Looking into the camera will help viewers feel connected to your presentation. You may want to put something near your lens to remind you. It is fine to look away to view your notes or prompts but do look back to the lens regularly especially at the start and end of your video. If you need to see what is on your screen, then arrange what you need to see to be close to the top of the screen.

Improving sound quality

If you can use a good quality headset (beware some cheap headsets can sound worse than a built in microphone) then this will help improve the quality of the sound and reduce background noise. You can also use in ear headphones that have a microphone built into the cord.

Using notes or prompts

If you need to use notes or prompts to help you with your presentation, then either pin them up near the camera or use as few sheets of unstapled paper as possible. Paper is very noisy and as it is usually closer to the microphone so can be very loud for the viewer. You might choose to use a (different) device to store your notes electronically. Scripts or notes that are too verbose can be harder to read than simple bullets.

Internet speed

Presenting live over the internet requires a good stable internet connection. You can test this using www.speedtest.net paying careful attention to the upload speed. Generally, you will need an upload speed of at least 2Mbps to provide a good quality link. It is especially important that you attempt to restrict other activity on your connection so that your speed does not vary during your presentation.

