Tips for Virtual Presentations

1. Position your camera lens above eye level
2. Look at the camera lens, not the screen
   - viewers will feel as if you are looking at them
3. "Frame" your shot
   - what can be seen behind you?
   - tidy and uncluttered
   - are you using a virtual background
4. Light from the front
   - using any kind of light and point it towards your face, above the camera (but not to make you face look shiny)
5. Smile
6. Don't wear black
7. Stand up (if possible)
   - allows you to feel more like you are presenting in person
   - if seated, lean forward towards the camera as if you were presenting the TV news, rather than slouching away from the camera
8. Control the noise
   - silent phone calls, messages and others around you
9. Prepare a bio
   - what you would like to use in your introduction
10. Be prepared
    - water, props, show notes, smile
11. Restart your computer
    - ensure any updated are completed and full power
12. Do your tests
    - connection speed, camera, mircrophone, lighting
    - do a test run
13. Turn off file sharing
    - and downloads, let everyone on your network know when you are presenting to get a quality recording
14. No uploads
    - Ensure you pause dropbox, backups, uploads