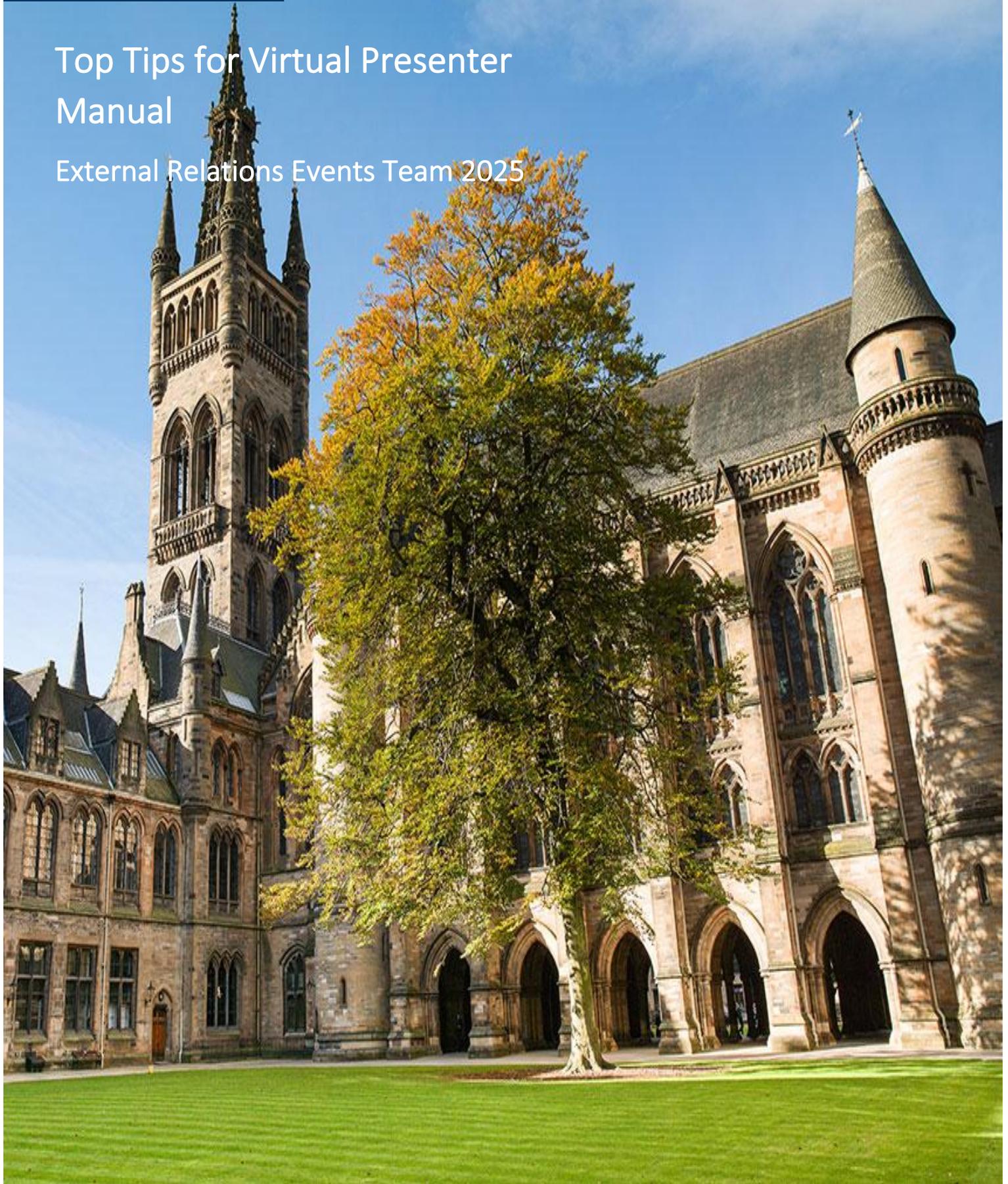# Top Tips for Virtual Presenter Manual

External Relations Events Team 2025

Top Tips for Virtual Presenter

This guide outlines best practices and recommendations for participating in a virtual event. Use this guide to elevate the virtual event experience and eliminate the look and feel of teleconferencing. You're better than a boring Zoom meeting – build content that lasts! Here, we provide a list of basic recommendations to help enhance any streaming or pre-recorded session you offer. Use this guide as a pre-event checklist and share it with your speakers.

Lights

Don't underestimate the power of great lighting. Lighting is key to capturing a high-quality recording. A well-lit speaker helps the audience connect through nuances of expression. Natural light works best.

Top Tips

1. DO NOT sit with light behind you (being backlit).

2. Day – For best results, sit facing a window - indirect sunlight will provide good results. Cloudy days are perfect!

3. Night – Use a lighting kit, if possible. If you don't have a kit, sit facing a light-coloured wall or a whiteboard. Place a desk or floor lamp in front of you, which will bounce the light onto your face. Watch for shadows on the wall behind you and adjust! Ensure that you test the lighting in advance at a similar time of day.

Camera

Many newer computers have built-in webcams with HD cameras, which are good at capturing nice, clean video. Get familiar with your equipment and how to set it up before presentation day.

Scout it out. Find an ideal spot in your house that has good, natural light. Spaces such as an office with windows or a dining room are good locations. Never underestimate the power of a blank wall, regardless of colour. Be aware of what is behind you in the "frame". If using a virtual or branded background, be very still, or you'll constantly get ears and arms cut off. If you have to use a virtual background, speakers must be really conscious about their movements.

Top Tips

1. Keep the camera at eye level. Prop up your laptop on a stack of books or use a tripod or stand to elevate your camera to eye level.

2. If using a camera & tripod, position them directly behind your laptop, allowing you to use presenter view to see slides while still maintaining eye contact with the camera lens.

3. Sit back from the camera and check your framing. Do not sit too close (big face!) or too far back (too much background!).

5. Before your presentation, run practice sessions while recording and make sure the camera angle, audio clarity, and lighting look good.

Audio

Test your audio to ensure there is no echo or background noise, practice muting and unmuting discreetly.

When presenting, talk through disruptions. Whenever technology is involved, things will invariably go wrong. Someone's internet connection isn't working, or you can't figure out how to share your screen, or perhaps you lose your notes. Take a minute to talk through disruptions when something doesn't work, such as, "I'm going to pause for a minute and share my screen. Give me one moment while I do this. One more minute, everyone, thank you for your

patience" Calmly and confidently find what you need. If you remain cool and collected, your audience will follow suit.

The technical bit

- If possible, join using Ethernet or a hardwired internet connection. Wi-Fi is very convenient, but it can fail.
- Make sure your machine has been updated in advance so that it doesn't start running updates as you try to present.
- Close emails and turn down your notifications when presenting so that your presentation isn't interrupted by the sound of your mail or other notifications.
- If using Zoom, check if your event has a naming convention for speakers, eg, Joe BLOGGS, or J Bloggs, which should be your screen name.

Other useful information

Dress as you would for an in-person presentation but adapt your attire for the camera. Whatever you would wear for an in-person presentation should be your default for presenting online, with a caveat: focus on solid colours. Prints often appear differently on camera than in real life, which can distract your audience.

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