

NYBC VIRTUAL WEBINAR & MEETING TIPS

SPEAKER GUIDANCE

We are thrilled you can participate in a virtual event! Below are instructions on how to connect to a Zoom video call and best practices. A member of our staff can review your device, video, and audio settings during your pre-event call to ensure you are set up for success.

CONNECTING TO THE ZOOM CALL

Make sure your computer or phone is **connected to the Internet**. We recommend using a hardwired ethernet connection. If using WIFI, please disconnect all other devices in your home from your network.

Connect to Zoom via **the link** in the calendar invitation or email you received from our team.

We recommend connecting to Zoom approximately **15 minutes before the scheduled start time of the virtual event**. A member of our team will test your settings one final time.

DURING THE CALL

1. **Silence all your electronic devices and pause notifications.**
2. **Look at the camera, or light next to the camera.** Try not to look at the video of yourself or your screen the entire call, especially if you are sharing a PowerPoint.
3. **Disregard the Chat notifications.** You may see the chat icon light up during your call. A member of our staff will be responsible for collecting questions from attendees while you speak and will facilitate Q&A after your remarks.
4. **Have backup headphones nearby,** ideally a pair with a built-in microphone that can attach to your computer handy, in case there are sound quality issues.

BEFORE YOUR CALL: BEST PRACTICES FOR VIDEO AND AUDIO

1 - Audio: You will want to make sure you can hear us, and we can hear you, clearly. We have found that these are the best options for audio, from best to worst:

- Special microphone for web conferencing
- Wired headphones with a microphone that connect to your computer via audio jack
- Bluetooth headphones
- Computer audio (not recommended)

2 - Select an appropriate room.

- **WELL-LIT.** If possible, position yourself facing or near a window. A window should not be directly behind you – this will make the background of your shot appear bright and your face will be dark.
- **PRIVATE.** Find a room that you can close off for the entirety of the call to avoid people and pets walking into the shot.
- **PERSONAL.** Find a background with a little character! A wall of family photos or bookshelves is nice – especially when it's a few feet behind you in the background. Try not to sit in front of a blank wall or a mirror.
- **REDUCE ECHO.** Set up the call in a room that does not have a natural echo. Smaller rooms are typically better than large rooms. Rooms with carpeting are also better.
- **PLEASE DO NOT USE VIRTUAL BACKGROUNDS.** Unless you have a professional green screen, the image quality while using the backgrounds is poor and distracting.

3 - Internet: If you use WIFI, we recommend you, and others in your home, disconnect all other devices for the duration of the video call.

4 - Device: We recommend using a desktop or laptop with a hardwired ethernet connection. It is possible to connect to a call with an iPad or mobile phone, though they are not recommended. You must use a desktop or laptop if you intend to share your screen.

5 - Lift your computer or device. The camera should be at eye-level. We recommend stacking books or other sturdy items under your computer or device.

Square-up in the camera shot, give yourself a little head room, and ensure there is distance between you and your computer.

EXAMPLES



DON'T RECORD FROM A LOW ANGLE

Use whatever is available to elevate your camera like stacking books or placing it onto a stool. Try to get to eye level or slightly higher.



BACK LIGHT FROM WINDOWS MAKES FOR A BAD SHOT

Instead use the light sources to your advantage and re-orient yourself so that light is hitting the front of your face instead of the back of your head.



STRAIGHT ON, CENTERED SHOT WITH NO BACK LIGHTING