

Virtual Meeting Tips



SET THE SCENE

- Invest in a good external web camera, ring light and microphone.
- Mute your telephone!
- Make sure the background is simple (and tidy!) behind you or use the backdrop provided.
- Eliminate outside noise (i.e. pets, children, lawn service, deliveries, etc.).
- Be front or side lit—never back lit. Optimally you should set up a ring light directly in front of the laptop.
- Dress for the occasion: wear business attire and solid colors rather than patterns.
- Ensure that you are eye level with the webcam/camera. This can be accomplished by putting the computer on a stack of books or riser.
- Standing desks are a great idea!
- Pay attention to your body language. Shoulders back and down, head up, and hands off screen at all times.
- Maintain eye contact by looking directly at the webcam/camera (instead of at the screen) so you can project your eyes towards your audience.
- When co-presenting, try to have everyone maintain the same distance from their webcam so there is visual consistency.



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CONTENT

- All final slides and manuscripts are due ~~August 15th~~ *Sept. 1.*
- Remember: there is no feedback or energy from a live audience so keep the pace going and keep the content tight.
- Captivating photos, videos, polls, and stories will keep your virtual audience from getting distracted.
Get a good start with a strong first impression! People decide whether they will watch a session within the first few minutes before they either click away or mentally check out.
- Stay on time! Respect the presentation time limits by setting a stopwatch on your phone.

GOING LIVE!

- Be prepared by practicing but have a printout of your script and/or slides as a back-up.
- Understand the platform technology/capabilities for your presentation (i.e. shared screen, moderator controlled, video accessibility).
- Attend the webinar on the presentation with your moderator in September!
- Reboot your computer a few hours before the event to avoid any automated updates that could launch during the virtual event.
- Close ALL unnecessary applications on your computer.
- Make sure your mouse and headphones are fully charged.
- If not using a wired connection, turn off any other devices that will strain Wi-Fi bandwidth.
- Test your internet speed (10mpbs upload/download recommended—www.speedtest.net).
- Have a beverage close by.
- Log in to the presentation at least ONE HOUR prior to going live to test sound and video quality.
Respect the presentation time limits by setting a stopwatch on your phone.
- Mute your microphone when not speaking (if the facilitator is not managing this feature for you).