

Presentation Best Practices



BE THOUGHTFUL OF YOUR ONLINE AUDIENCE

- As an extension of your in-person audience, use your presentation and on-camera presence as an opportunity to speak directly to them as well.



WEAR APPROPRIATE CLOTHING AND ACCESSORIES

- Wear solid colors. Medium shades, pastels or off-white works well for shirts and blouses.
- Avoid tight pin stripes, busy patterns or very dark suits.
- Don't wear shiny, loud or distracting jewelry or scarves.



POSITION YOURSELF SO THE CAMERA SEES YOU

- Remaining stationary behind a podium/table is encouraged.
- Walking around is fine as long as you are walking on stage where the camera can capture you.
- Avoid excessive movement like swaying. One technique is to point one foot forward and put your weight on that foot, leaning toward the microphone.
- Don't second-guess the camera. Act as if you are always on screen.



REPEAT AUDIENCE QUESTIONS

- This applies to presentations in which the audience does not have a microphone. Repeating questions ensures they are captured for your online viewers to also hear.



MICROPHONE TIPS

- Before your presentation, a technician will ask you to speak into the microphone in order to set audio levels. On this audio check, make sure you are speaking at your usual voice level.
- Make sure you speak clearly.
- Lapel microphone tips.
 - Place it on your lapel, outside of clothing and away from jewelry.
 - Try to keep it directly under your mouth and not too far to the left or to the right.
 - Do not fumble with your microphone when it is on.
 - Make sure your phone is completely turned off as it may interfere with the sound system.
 - Remember to turn your microphone on before the start of the presentation and off at the end.



KEEP IN MIND WHAT YOU SHOW ON THE SCREEN IS WHAT WILL BE STREAMED TO YOUR ONLINE AUDIENCE

- Please inform the conference organizer what you plan to present.
 - PowerPoint, software demo, video or content from other devices (whiteboard, document camera, etc).
 - You do not need to provide your PowerPoint slides or other media in advance. Mediasite will automatically record any digital content while you present.
- For best results set your laptop screen resolution to 1280 x 720.

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events.sonicfoundry.com | getinfo@sonicfoundry.com | 608.441.6700 | #videodoneright