Recommendations for presenters

Presenting with a web conferencing software

1. Equipment and connection

- Laptop or desktop, Win7 or OSX
- Hi-speed Internet connection: ADSL, fiber, cable
- Integrated audio and video devices, or external HD USB Cam and headset or speakers
- Best Practices
  - Turn on an overhead/front light and face a window if possible
  - Avoid backlight
  - Consider your visual background
  - Frame your shoot
- Audio
  - Choose a quiet location
  - Reduce environmental sound
  - Don’t put the headset microphone too close to your mouth
  - The volume of the external speakers must be low

Mute your microphone when you are not speaking

2. Test session

- Open your invitation or the reminder you will receive by email two days before the meeting and click the link to join the test session
- Configure audio and video devices
- Test multidirectional audio and video with the meeting organiser
- Get the presenter rights and try out your presentation
- Chat with the meeting organiser for technical support