Virtual Presenter Best Practice Guide

- **Join the Teams meeting using the [Microsoft Teams](#) App with a [Microsoft 365 account](#).** (NOTE: if you join via browser, we will not be able to see you and only can hear your audio). Please ensure that you download the Microsoft Teams app prior to the day.

- **Presentation slide** should be prepared **as 16:9 ratio** (widescreen)

- Use a computer that is connected to a power source and hard wired internet connection. Avoid using mobile phones and tablets to present from.

- **Place your laptop on a solid surface** to prevent the laptop from shaking, some laptop stands can sometimes cause your camera to wobble so they should be avoided where possible.

- For the best audio quality it is strongly recommended that you **use a headset** with microphone.

- If you do not have a headset, lower the speaker volume on your computer to minimise echo when other presenters are talking.

- Switch your mobile devices to silent, and **turn off notifications** on your computer. Please ask the Production Team for assistance if required.

- Set your laptop so that the camera captures your head, shoulders, and upper torso with your head near the top of the screen but not cutting off the top of your head.

- Ensure your **camera is at eye level**.

- Ensure you stay in the **centre of your camera shot**, as the sides may be cropped out during the live stream.

- Setting up your laptop so you can stand in front of it can be comfortable when presenting.

- Find a bright room to present from. Do not present with your back facing a window, as this will make you appear dark on camera.

- Ensure the background area is clean and uncluttered and slightly contrasting to what you are wearing. It is recommended presenters avoid blurred or virtual backgrounds.

- When speaking, **look into your camera**. It is more engaging for the audience.

- **Open the chat panel within the Teams meeting** as this will be used to communicate any issues while the event is live.

- If you have presentation slides or videos, please confirm with the USNW Production Team how this will work during the live stream and where possible, practice controlling your slides through the meeting.

- If not required whilst during the stream, **turn off your VPN** as these can reduce the speed of your internet connection.

- If you are not using a Windows computer (e.g. you're using a Mac, smart phone, tablet etc) please flag this with the UNSW Production Team.