

NEDAS VIRTUAL SYMPOSIUM

SPEAKER GUIDELINES

1. CREATE A PROFESSIONAL LOOK

- Please dress in Business Casual attire, as recommended by Indeed [here](#).
- Avoid patterned clothing as it can be distracting on screen and may be distorted on camera.
- Be mindful of any accessories or jewelry if you are expressive with your hands as the noise and movement can be very distracting.
- If you have long hair, consider wearing it down to create a nice frame for your face.
- Double check the reflection on your glasses. Specialty lighting can reflect off of the surface of your lenses and cause a distracting reflection.
- If possible, use a head set or ear buds so the echo from your room is reduced and quality is improved.

2. SET YOUR 'STAGE'

- Lighting - Forward-facing natural light is your best friend, but we understand you can't always align near a window. Alternatively, grab a desk lamp or small tabletop lamp with a soft white colored light bulb to place behind your laptop. Test how the lighting is being picked up by your webcam and adjust accordingly. You will look your best when you illuminate your face and dim your background. If you would like to invest in a longer-term solution, many cost-effective circle lights are available for purchase on platforms including Amazon.
- Camera Angle - Prop up your laptop camera to be in line with your hairline, and angle the screen slightly pointed down at your eyes.
- Fill the Frame - Your face should fill the top half of the frame, leaving a few inches between the top of your head and frame, and your shoulders to fill out the bottom. When it comes to distance from the camera, being too close can actually distort your face, so keep a comfortable distance. See Image for reference.



Image source: Zoom

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3. TUNE-OUT DISTRACTIONS

- Double check any notification settings and disable any pop ups that may make noise or distract you and event attendees.
- Turn off any phone ringers including desktop and mobile phones
- When you are not speaking, put yourself on mute (and stay alert to ensure you put yourself off of mute when you do want/need to speak).
- Prepare in advance by communicating the severity of privacy to family during your presentation, close any windows to avoid outside noises, and clear any clutter in your space for the ultimate presentation zone!

4. DOWNLOAD THE NEDAS VIRTUAL SYMPOSIUM ZOOM BACKGROUND

- Go to the virtual.nedas.com website > go to Resources (on the top menu) > click on the Zoom Background in the speaker section and download the image and add to your Zoom profile.
- In Zoom, go to zoom.us preferences > Virtual Background > add the image using the + box. Select the image and you'll see it behind you (turn-off mirroring).

The NEDAS Virtual Symposium Zoom Background Template (example):

