



ONLINE PRESENTATIONS TIPS

INTERNET

- Give your wi-fi router space to breathe. Put it in “free space” - not in a TV cabinet or behind the couch. Check and tighten all connections.

Maximise the connection:

- If possible go wired from your router to your laptop
- If you have to use Wi-Fi, try and use 5GHz
- Wi-Fi works best 1.5m - 3m from the router
- Close out other apps on your laptop
- Measure your internet bandwidth to check latency, upload and download speed (minimum 10mbs). You can perform a simple speed test online <https://testmy.net/auto>, or <https://www.speedtest.net/ar>. Call your internet provider and if your connection isn't great and consider purchasing a dongle

LOCATION

- Be cautious of distracting noises like drumming fingers, squeaky chairs, mobile phone, alerts, barking, typing, etc.
- Choose a quiet space, away from distractions and away from others
- Put a “Quiet Please” sign on the door to the room
- Make sure your background is uncluttered and professional

POSTURE

- Stand up during your presentation to mimic presenting on a stage
- Minimise movement as it can be distracting to the viewer
- Always look at the camera, avoid looking at the screen

BACKUP OPTIONS

- Use computer audio for your main connection
- Dial into the audio on your mobile phone as a backup, but keep it on mute - try and avoid Wi-Fi calling
- Print your slides

LIGHTING

- From the front to light your whole face
- Avoid having your back to a window
- If you wear glasses, move the light or camera until the glare is out of your eyes
- If required, turn down the brightness of your monitor to reduce glare

AUDIO

Use the best mic setup you have - in descending order of best performing:

- Wireless phone headset
- Wired earphones
- Webcam mic
- Laptop mic

VIDEO

- Clean the lens
- Position at eye level
- If you use your hands a lot when you present, frame the shot to include your hands
- Wear clothes that contrast with your backdrop