

Webcam Positioning

Speaker Best Practices



01

Centre yourself in the frame

Centre yourself in the frame, ensuring that your shoulders and head are fully in shot

02

Frame your shot

As per example. Take note of the scale of the person relative to the frame and headroom

03

Keep your camera stable

Position your camera on a stable surface to reduce movement

04

Seat or camera height

Adjust your seat height or camera to best align your eyes with the camera

Lighting, Audio and Presentation

Speaker Best Practices



01

Check your lighting

Ideally, have more light in front of you than behind you. A lamp in front of you will help

02

Recommended attire and background

Avoid wearing busy patterns. Provide a clean backdrop with minimal visual distractions

03

Manage sounds or be alone

To avoid echoes or feedback, use mute and/or be entirely alone when on audio

04

Test audio and headset

Check and test headset mic compatibility prior to the event to ensure good audio quality

Speaker Expectations

Speaker Expectations



01

Be ready early

Speakers be at their desks and ready 30 mins before their session is due to start

02

Presentation of slides

Speakers to test and present all content (share screen or upload presentation)

03

Test audio, video and screenshare

Familiarise yourself with the Virtual Event software, complete adequate testing

04

Turn camera on and off

Speakers are required to turn their own camera on and off while presenting

Pre-Session Checks and Process

Speaker Expectations



01

Reminder.. be ready early

Speakers at their desks and ready 60 mins before their session is due to start

02

Test audio, video and screenshare

Test speaker's audio, screensharing and camera before attendees join

03

Session launch and close

Session will launch 30 minutes before session start. Attendees will start joining 5 mins before

04

Introductions and hand-over

Speaker will be introduced by the host. At the end of presenting, speakers should hand back to the host