SPEAKER CHECKLIST

Practice, Practice... and Prepare!

PREPARING YOUR SPEAKER FOR VIRTUAL SESSIONS

Every speaker knows that preparation can make or break a presentation. But with hundreds of things to remember, especially when doing virtual sessions, something can slip. This Speaker Checklist can help avoid just that.

WEB COURSEWORKS
Innovative Adult Learning Technologies

LIGHTING & BACKGROUND

Have a good light source in front of you

- Sit in front of a large window.
- Ring lights on tripods are a good alternative.
- Use 3-point lightning.
- Avoid light sources positioned behind you.

Ensure your background is appropriate

- Rearrange your desk so the background is neutral.
- Background cloths can provide neutral backdrops.

TECHNOLOGY

Microphone quality

- A broadcast condenser mic with an arm or base will provide the best audio quality with the least amount of feedback.
- Utilize a headset with a mic as a good alternative.
- Quality earbuds with a mic can be used in a pinch.
- Test mic ambient sound and bass, along with soliciting feedback from others for your sound checks.
- Try to avoid using a webcam mic or laptop mic.

Camera quality

- HD 1080 video quality is recommend.
- Software to manipulate color temperature, zoom control and focus can be downloaded for visual edits.

Check "settings" to confirm the correct camera & mic are selected

PERFORMANCE

Look directly into the camera

- Place your camera at eye-level and add a sticky note by it to remind yourself to maintain eye contact.
- Consider a standing desk to increase energy.
- Turn off your self-image to avoid distraction.

Frame your face

- Frame your face, neck, and shoulders.
- Keep extra room above your head to a minimum.

Know the webinar platform and practice

GAME DAY

What can go wrong will go wrong

- Back up plans and systems can go awry.
- Engage attendees using first names.
  - Someone else should check the chat logs.
- Drink more water than coffee.
- Look and transmit confidence!

PRESENTATION

Read up on how to create stunning PowerPoint presentations

- Script your speech for each slide in PPT.
- Limit the text that appears on screen
- Use pictures to illustrate your points.
- Use the chat & polling features on the webinar platform to engage your audience.

Appraise your speaking ability

- Record your script as practice.
- Practice eye contact with your web cam.
- Work on ways to be conversational.
- Tell interesting stories.
- Pace yourself – not too fast or slow.