

VIRTUAL EVENTS

How to pre-record your session guide for speakers

Preparation

- Be prepared, run through your slides, and presentation before you try to record, as with a physical event the more confidence you have in your presentation the better the content. Whether you are recording with an agency, or at home alone, or live on the day always come prepared.
- Test your slides/videos/demos in a streaming format beforehand
- Test your settings, in all our speaker manuals for events we have linked a testing site where you can ensure your laptop is configured for the optimum recording settings
- Ensure your slides are clean and easy to read, a virtual event screen is much smaller than a physical event screen please bear this in mind when curating your slides
- Schedule your recording at a time you will not be disturbed
- Speak slowly and clearly. People often rush without thinking about it and end up stumbling a lot.

Set Up on the day

- Your background has a background as clean and clear as possible (a blank wall like this is optimal)
- Your lighting - do not sit **in front** of a window
- Your clothing - dress smart and do not wear **patterned** clothing
- Do not swing on your chair, this is distracting for your audience
- Check the chair for noises (creaking etc) it can sound like something else!
- Mount your Camera/Laptop on something stable
- Camera at eye level, (Not up the Nostril)
- Soft Room with little echo (Poor audio affects the look of the video)
- Use a wired internet connection, or at least line of sight with your wifi access point

Technical Tips

- Turn off any VPN connections
- Ask those in your household if they can refrain from using the internet during your session, streaming Netflix at the same time as your session will cause interference
- Mute all other programs on your laptop minus the recording software (details on how to do this can be found on the speaker manual)
- Turn off all other programs on your laptop
- Use a split-screen recording software, where possible
- Avoid just recording your voiceover on slides, this has a lower engagement rate than those sessions with video content

FAQs

- Will the content I send be edited?

We will most likely add a logo and lower third for your name/title. Please check with your dedicated event manager but the file you send will look very similar to the finished product you send over when hosted on the virtual event.

- How do the Q&A sessions work?

Some Q&As are live but most will take place in roundtable chats after the session, your event manager will send details on how to join these for your specific event.



THANK YOU FOR LISTENING