Audio/Video Tips for Presenting with Zoom

- What should I **wear**?
  - Avoid patterned or plaid shirts. A plain, solid color will be better captured by the webcam on your computer

- How do I have the best **lighting**?
  - The best-case scenario would be to have one steady lamp near your face to provide even steady lighting.
  - Avoid backlight. This means, don't have your back to a bright window or other light source. This can cause you to become a silhouette. (If you can turn so you are facing the window, this might give you a soft light which would look great on camera)
  - Avoid sidelight. A light source directly to your side can create shadows on half of your face.

- What should I use as a **background**?
  - Keep it plain and simple. Blank walls, or a wall with one piece of art is usually perfect. This will limit distractions

- What **angle** should I position my webcam?
  - Avoid sitting too close to the webcam. Webcams are typically wide-angle which means, the closer you get to it, the more distorted you will look. Sit far enough away, so you look clear, but close enough that you can still reach the keyboard and mouse. About two feet from the lens is typically plenty of distance.
  - Try and keep the webcam at eye level. If not, you might have people looking up your nostrils.
  - You may need to put your device on a sturdy box or stack of books.

- What about the **microphone**?
  - If you don't have a stand-alone mic, and you are forced to use the laptop mic, make sure you are close enough for it to pick you up. A headset or any USB mic would work best.
  - When joining the Zoom session, click "Test Speaker and Microphone" This will help you identify early on if there are any problems, and will also help balance your volume and background noise.

- What are some other good tips?
  - To avoid potential connection issues, reboot your computer prior to joining the zoom.
  - Try to avoid using slide transitions in your powerpoint. These may affect the bandwidth and appear choppy.
  - Don't walk around with the webcam on. If you need to move to another location, turn the video off while you are moving.
  - If using a Virtual Background, use something plain and simple, and make sure you are well lit, otherwise you may start to disappear into the background (Think Marty McFly and the fading picture)
  - Try and make eye contact with the camera lens. This will make it look as though you are looking at the audience. Many people will stare at the video of the others in the session. This can look like you are looking down or to the side, depending on where your camera is located.
  - Keep your powerpoint/notes near the webcam/camera for a quick glance to maintain better eye contact rather than looking down or to the side.
  - Try to use the exact set up and equipment for the run-through as you plan to use for the live presentation.