

Zoom Meeting - Tips for Presenters

If you require assistance, please don't hesitate to e-mail us on pilon@pilonsec.org.

Technical/Hardware

- Present from a laptop or personal computer (make sure it has a camera). We recommend you do a test run of your microphone and speaker.
- Make sure your computer is fully charged and connected to a power supply.
- If possible, use a wired internet connection plugged into your router. If you will be using Wi-Fi, ideally others using that same Wi-Fi should limit usage for other purposes that would take up bandwidth (e.g. streaming videos).

Tip: It is recommended to run a quick speed test at <https://www.speedtest.net>. Ideally you should have at least 2mb upload and 2mb download speed.

Location

- Choose a neutral background that will complement you and your presentation. If you have to choose between a good internet connection spot, or a good background – choose the internet connection!

Camera

- Adjust your camera so it is at face height, this way it is not pointing down at the top of your head or up at your nose. If you are using a laptop, put it on top of a couple of books to get it to a better height. Usually the camera is at the top of your screen on a laptop.



Audio

- USB microphones may provide higher audio quality, but also may cause feedback problems from your computer speakers. We are happy to help you test this.
- Please make sure you are in a quiet area. Be mindful of things like outside noise or loud refrigerators, AC or heaters.

Lighting

- Make sure you are in a well-lit room. This can be an office or living room with windows, or a room with lots of overhead lighting or lamps. Window light is always preferred, but you could also use a small lamp on your desktop to light your face.
- Please make sure there is NOT a large window directly behind you, as this will cause the video to become overexposed. You may cover your window with a piece of fabric. Check your screen to make sure there are not any parts of the room that look blown out with too much light.

Amended from:

VES (Virtual Event Solutions) – Best Practices for Presenting on Zoom and Other Video Calls