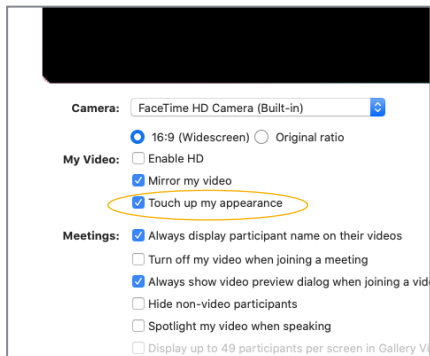


Recommendations for Zoom Speakers, Presenters and Panelists



APPEARANCE

- ☐ Prepare as you would for an in-person presentation
- ☐ Plain, solid colors work best on camera
- » **TIP:** Use the “Touch Up My Appearance” setting (Go to Preferences→Video)

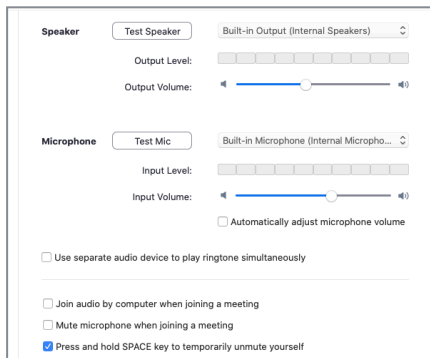
LIGHTING

- ☐ Avoid shadows on your face
- ☐ Have one steady lamp directly by your face
- ☐ No back-light or sidelight
- » **TIP:** Facing a window will provide a softer, more pleasing light



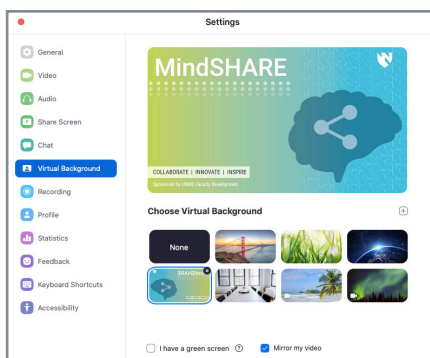
CAMERA ANGLE

- ☐ Avoid being too close to the camera, you will look distorted
- ☐ Keep the camera at eye level or slightly above
- ☐ Look directly at the camera, straight ahead when speaking
- ☐ Eye contact will improve engagement
- » **TIP:** If your computer is too low, stack books underneath until the webcam is level with your eyes



SOUND

- ☐ Test your speaker and microphone levels in advance (Go to Preferences→Audio)
- ☐ Speak loud and clearly
- ☐ Avoid sitting too close to the screen, but be near the microphone
- ☐ For optimum audio, use an accessory microphone
- » **TIP:** Visit www.bhphotovideo.com for great quality, affordable microphone options.



BACKGROUND

- ☐ Rule of thumb: plain and simple is key
- ☐ Avoid busy backgrounds
- ☐ Plan your background ahead of time, find a place and test what it looks like on camera (Go to Preferences →Video)
- » **TIP:** Use a virtual background with the title of your presentation or use a branded UNMC background.