



## **alpha Online Symposiums Best Practices and Tips for Presenters**

- Film indoors to reduce background noise and to control lighting.
- Use of an HD webcam on your laptop or desktop is recommended. Smart phones will also work well but avoid holding your phone in your hand while speaking.
- Set your camera so that it is looking straight on or down at you. Avoid low angles. You can use books, for example, to raise laptops with internal webcams.
- Make sure your eyes are in the top 2/3<sup>rd</sup> of the frame, with a small amount of space between your head and the top of frame. Keep yourself centered to the camera.
- Ensure your face is properly lit. A window or light in front of you will provide better results than over-head lighting.
  - Do not BACKLIGHT your camera. If there is a window behind your desk, close the blinds or change your camera angle.
- Be careful about having multiple conferencing applications open, as your camera can only be accessed by one software at a time.
- Thank you for speaking at our Symposium!