



Speaker Quick-Tips

Refer to the **Speaker Guide** for more details on the topics below.

PowerPoints/Slides

- Use a widescreen, **16:9 layout** when creating your slides.
- Include the **branded title slide** and **disclaimer slide** provided by AmericanHort in your presentation.
- Use a white slide background when possible so text is easier to read on screen.
- Text should be in large fonts, even in charts or graphs.
- We encourage you to use photos, just make sure you cite or have the rights to any images you use.
- If you have handouts or a copy of the presentation that you would like to provide to attendees, please provide it to your AmericanHort contact by their specified deadline.

Audio

- Focus on quality audio above all else.
- If possible, use an external microphone or headset over the native microphone in your computer.
- Find a quiet place, free of people, pets, traffic, fans, and other white noise.
- Let others in your home or office know that you're recording to minimize distractions and noise.

Video

- Take a few extra moments to find good lighting, using natural light from windows or the sun if possible.
- Make sure you are facing the primary light source, like a lamp or a window. Putting bright sources of light behind you can create shadows and silhouettes.
- Do your best to position the camera at eye-level so you look directly at the audience and not down to them.
- Position yourself in the center of the frame, far enough from the camera to see your upper torso and any natural hand motions while you speak. Make sure your head isn't cut off at the top of the frame. Find a way to stand if that is what makes you the most comfortable.
- Look directly into the camera. If it's helpful, move the video preview of yourself as close to the camera as possible to avoid glancing away.

Preparing to Record

- Test your sound, video, and lighting before recording.
- Double check technical requirements and internet speeds. You can find [Zoom's recommendations here](#).
- Turn off phones, computer notifications, and other distracting noises.
- Practice what you would like to say a few times in order to keep it clear and concise.
- Wear solid-color clothing if possible. Bold patterns and stripes can be distracting on camera.