



Speaker Tips for Virtual Webinars



Lighting

Choose a well-lit room, with a source of bright light but pay attention to where the light is located in relation to the camera and your face. There's no substitute for natural light, such as from a window. But ALWAYS make sure that your window or light source is either ABOVE or BEHIND your laptop, illuminating your face from in front of you. Try to avoid having any windows or bright lights in the field of view behind you. Even closed shutters and blinds let through a substantial quantity of light and provide glowing distractions behind you.

Webcam Angle

You want to look as if you are speaking directly to the viewer, face to face. To do that, the webcam lens (usually at the top of the screen) needs to be just ABOVE your eye level). If it's too low, the audience will feel like you are talking down to them from a lofty height. It also makes your head look unusually small. Easy fix: put your laptop up on a tray, an empty box, or a stack of books.

Audio Quality

Sound quality can vary widely depending on what devices you use, and what kind of connection you have. The built-in microphone and speaker options on most newer laptops are high enough quality to get the job done. But a good quality headset (headphone and microphone combo) makes it easier for you to hear and be heard, and cuts down on background noise and feedback.

Internet Connection

To avoid awkward silences and delays, make sure to have a good solid internet connection. Use a direct ethernet connection if you have one. Otherwise, make sure the wi-fi signal you are using is strong. And to conserve memory and bandwidth for the broadcast, close all other windows except GoToWebinar and any document you have open for your outline or notes.

We'll do a test run a day or two before the event, to make sure your signal is strong and to check audio and video. On the day of the event, be sure to log in at least 15 minutes beforehand so we can do a sound check, troubleshoot any audio issues, and discuss any last-minute items before going live.