

Session Convenor Support Pack

Before the session

Technical Set-up

Ahead of your session please carry out the below connectivity test and check your technical set-up (computer and software). Specifically, you will be required to look at the technology you have available and the environment and surroundings in which you will deliver your presentation.

Connectivity

Instructions for checking your internet speed:

- Use the computer equipment that you plan to use for the session.
- Have the computer equipment set up in the location that you plan to use for the session (please note that the best set-up is a wired connection into your internet router. If using WIFI aim to sit as near as possible to the router).
- Avoid connecting via a VPN both for this speed test and during the session.
- Open an internet browser window and navigate to <https://www.speedtest.net/> (other speed test sites are available).
- Click 'Go' to start the internet speed test - this should take around 30 seconds.
- Recommended upload speed for streaming video and audio is 10 Mbps or higher.

Computer

- **Turn off notifications on your computer.**
- **Camera**
 - Adjust camera resolution for optimal experience
 - With Windows 10 you can open the Camera app to see the highest quality your built-in webcam is capable of. 720p (1280px x 720px) or higher is recommended.
 - On Mac your OS will dictate your camera settings.
 - Check the overall look of the image.
- **Microphone/headset**
 - Use headphones with a built-in mic rather than relying on the mic embedded in your webcam or laptop.
 - Please check your microphone settings to ensure that they are set to the best audio quality possible.
 - In Windows this can be found under:
 - system > sound > click on device properties under the input heading > additional device properties > advanced; and ensure the default format is set to the highest possible audio setting.
 - On Mac click on the Apple menu (top-left corner) > system preferences > sound

Software

- Reboot your device at the start of each day - this helps with some aspects of computer memory management and ensures that network links are refreshed.
- Make sure you close all unnecessary programs before you present. Like: email, Slack, Teams, WhatsApp etc
- Is your operating system up to date? It is advised to have the most up to date OS on your device.

Environment

Consider the immediate environment that you will be presenting from, in particular you should assess the following:

- **Background:** Look at how much of your background is in the webcam frame and adjust as required. Keep it simple, avoid anything too busy or cluttered. You may have an appropriate branded backdrop that you wish to include. Avoid any movement in the background so as not to distract your audience.
- **Foreground:** Things that frame nicely may be appropriate to include in the foreground, such as a plant or items on a desk that you are sitting at.
- **Lighting:** The quality of the image the webcam captures will be linked to the levels of light that the webcam's senses. If light levels are too low or too high the result could easily be a loss in video quality. Use soft lighting from the front - preferably front left and front right so both sides of your face are lit. Avoid locations with low light or too much back light (e.g. a window or patio doors) as this will cause a silhouette effect.
- **Mic:** Use headphones with a built-in mic rather than relying on the mic embedded in your webcam or laptop.
- **Furniture:** Is your desk steady. If it wobbles it will also cause the camera to wobble. Don't sit too close to the webcam. Ideally sit far enough back so that at least your face, shoulders and most of your upper torso are visible.

Presentation Tips

- Rehearse your introduction so that you know it well. A fluid presentation is considerably more engaging for viewers. Aim to record a test video so that you get used to presenting to a webcam
- Check your introduction timing - have a clock nearby if possible.
- Clear pronunciation - the audience for the event may consist of different nationalities and native languages. Speak slowly and pronounce clearly so your voice is clear and understandable.
- Present to the webcam. Make eye contact with the lens will give the impression that you are speaking directly to the audience.
- Have a glass of water ready to hand in case you need it.
- Turn off notifications on your computer and place nearby mobile devices in airplane mode.