

Speaker Prep Guide for Virtual Presentations

Cvent will meet with you at a scheduled time to prepare you for your virtual presentation. The following list details the items that we will review with you.

In addition to this list we will also confirm your Run of Show. This lays out the timing and program of your session, as well as how Cvent will assist you in your presentation. Please have content finalized before your scheduled prep time.

Microphone and Room Acoustics

- Make sure to present from a room with minimal echo
- Ensure nothing distracting is happening around you
 - Things to look out for: AC, Refrigerator, Children and Pets, Traffic, TV's, Radios, Construction
- We recommend using USB mics or headset mics. Laptop mics are okay if absolutely necessary, while earbud mics are not recommended
- Make sure your microphone is adjusted and working correctly
- Notifications are turned off

Lighting

- Use natural lighting to brighten the room
- A great example is being close to and sitting facing a window
- Use enough front light so your face is clearly visible
- You can also try placing a lamp behind your webcam
- Too much light behind you will wash out the video
- Bad preview = bad presentation

Video

- If a webcam looks better than your computer camera, use it
- Camera should be positioned at eye level
- You should be centered in the frame, edge of both shoulders visible, eyes in the top third of the frame
- The background should not be distracting, move any clutter out of frame
- Virtual backgrounds should not be used as they take up too much computing power

Internet Connection

- Internet speed should be at least 10 mbps up/down. [Google Internet Speed Test](#)
- We recommend that you plug your computer directly into the router using an Ethernet cable
- If your internet is unstable, try moving closer to your router
- Be mindful of who else is using the same network, no one should be downloading or streaming video during your presentation

Content

- Make sure all content is downloaded and saved to your computer locally
- Do not share content from Box, Drive, or any online source

Rehearsal

- Know your content and maintain eye contact with the camera
- Keep your eye on the time
- Be comfortable sharing content and managing Zoom features, if using
- Make a 30-second test video