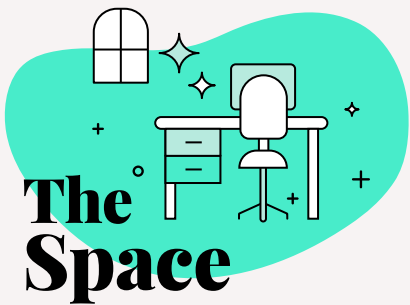# Speaker Tips

Having speakers at your virtual event?
Here are tips and tricks to set your speakers up for success.

The Space

We want their space to authentically reflect their personality while not distracting the audience →

Background Environment
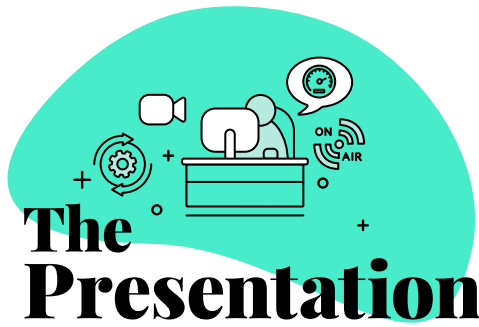Ask them to declutter the space and remove items they wouldn't want people to see.

Lighting
Ample lighting ensures your speakers look their best and improves clarity of the video. For the best results, they should always be facing the light.

Sound
Have them remind their families, roommates, and pets to keep it down to minimize distracting noise.

The Presentation

Presenting on camera might seem strange, especially if your speakers thrive on audience reactions/interactions, but a few helpful reminders and additional tips →

Clothing
Be specific in how you want them to appear, otherwise, tell them to wear what they normally would to a speaking engagement.

Eye Contact
Stress eye contact with the camera and suggest the camera to be at eye level. If they're using a script or notes, they should have it on the same screen as their camera.

Personality
They may need to work harder to appear dynamic on screen. It will feel like an exaggerated version of themself, but don't worry, it's not.

Rehearsals
Provide and require speakers to attend rehearsal to understand the process, technology (including any software needed), and overall flow.

Positioning
Remind them to center themselves in the middle of the screen.

Day-of
Also require them to arrive at least 10-15 minutes prior to their presentation

The Tech

The technology may be the biggest wild card in all of this, so relay these steps to reduce the possibilities of hiccups →

Internet Connection
Hard wired internet is preferred; stable and robust WIFI should be required. Make sure they kick families, roommates, and pets off the WIFI to increase their connection's quality and stability.

Virtual Background
Virtual backgrounds can be fun, but it's a fine line between fun and inappropriate. If you're allowing virtual backgrounds, ask to see them in advance.

Device
Ask that they avoid using older devices, if possible. Look into offering speaker kits which include higher quality cameras and microphones.

Sound
Remind them using headphones will help drown out background noise as well as help their voice carry through their device better.

There's a lot to think about as your speakers navigate how to present in a virtual environment. And as a host, there are some things you should do to prepare them. Let a Creative Virtual Event Producer help take one thing off your plate. Contact Yes& to help you with your next event. **Let's chat.**

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