



Preparing a talk? (Pre-recorded or live)

Presenting virtually is quite different to presenting live and takes a lot of preparation. Here are some things to consider when planning to give your talk:

- Where to set up? You need a quiet space, away from interruptions (people, pets), ideally with good natural lighting.
- Background - it should not be bright (do NOT sit with a window behind you), and not distracting. Best not to sit against a wall either - that is just boring! Virtual backgrounds can help if you cannot find the right space.
- Where is the camera? It should be at eye-level (or ideally, slightly higher and facing slightly downwards). If using a laptop webcam, you could try sitting the laptop on a big pot!
- Lighting - your face needs to be lit, and brighter than the background, so people can see it. During daylight hours you could face a window. Otherwise try a lamp
- Showing code? Make your screen low resolution, so it is readable, or blow up font size.
- Look at the camera! It can be hard to avoid watching yourself, but please try.
- You need good audio - headphones with mic sounds much better than a laptop mic. A Bluetooth mic would be better yet.
- Make sure you choose somewhere with good internet. Ethernet cables are strongly preferred to Wi-Fi.
- [Checkup/download speed here \(click the button labelled "run speed test"\)](#). You need at least 200kbps, if any less than this you will need to pre-record. If you have less than 500kbps upload you should test your setup with us in the week preceding the conference.
- Make sure no one else will interfere with your bandwidth while you talk - no high use internet activity (unless you know your connection can handle it) and no microwaves (they interfere with Wi-Fi). Pre-record the talk for practice, so you can see yourself how it looks.
- Two monitors (or devices) is better than one, so you can see the chat while sharing a screen.
- Use a timer so you can check your pacing.
- Mentally prepare yourself for the idea that you will not be able to see your audience - your talk will be live-streamed, most viewers won't even be in the meeting. But they will be there, hanging off your every word! (And some will watch later too. More than once if they really like it!)
- Prepare some drinking water.
- Before your talk starts, ensure all your notifications are on silent.

Looking forward to seeing your talk!