

VIRTUAL CONFERENCING BEST PRACTICES



Technology Suggestions

- Hard-wired internet connection or reliable private WiFi.
- Hard-wired telephone with a headset.
- Back-up phone, like another hard-wired phone or cellphone.
- Webcam, either built into your laptop or connected and tested before your presentation.

Environment Suggestions

- Set-up in a quiet/secluded area.
- If possible, have it be a room with a door you can close. to eliminate outside distractions/interruptions.
- Have enough space around you to have printed materials, a place to write down notes, etc.
- Eliminate Distractions and prevent interruptions.
- Turn your cell phone on vibrate or silent.
- Notify the people around you that you will be presenting a live, recorded event. Place a do not disturb sign on your door.
- Stop all incoming calls to the main phone you will be utilizing (i.e., Do not disturb button).
- Turn off all email/instant messaging/social network notifications.
- Have a glass or bottle of water nearby.
- Test your lighting and camera positioning. Looking slightly up to the camera is generally more flattering and never sit in front of a bright window.



Presentation Suggestions

- Have a background behind you that is not distracting.
- NO Virtual backgrounds, please.
- Dress just as you would for an in-person event.
- Few exceptions for the camera: Wear appropriate, neutral-colored clothing, no busy patterns, designs etc.
- If you wear glasses, be aware of the potential glare from your screen.
- Change your computer's desktop background to a solid neutral color or your organization's logo.
- Remove anything that you don't want participants to see
- Test the websites/documents you will be sharing to make sure they are working.



Things to Avoid

- Rushing through your presentation or running out of time. Plan to spend about 1-3 minutes per slide.
- Poor graphics or visuals and slides that are too text-heavy.
- Talking over others while in a multi-panelist session. Be patient.
- Being unprepared/not practicing before the event.
- Poor audio or visual quality. Make sure you test your equipment thoroughly before the start of your event.
- No interaction planned. A lively Q&A interactive session will be memorable for attendees.
- Arriving late for session preparation. It's essential to test equipment before a session, so make sure you arrive on time for any testing.

Questions?

Email us at conferences@dbia.org