



Best Practices for Live and Pre-recorded Presentations

The following are recommended best practices; we understand if all recommendations are not possible in individual cases. Please review the list and implement as many suggestions as you can.

Internet/Audio/Video

Internet

1. Maximize your local internet:
 - a. Make sure your modem is accessible / nearby (i.e., not buried in a closet or room on the far side of a house)
 - b. Consider a hard-wire connection to your modem; if not possible, position yourself as close to the modem as possible
 - c. Close all other programs on your computer and turn off notifications.
 - d. Turn off all other devices in your home/office that have access to the internet (other computers, tablets, smart TV's, game systems, etc.). Keep your phone connected so that you can contact IS&T should you need to do so.
2. Be prepared in case you have a problem:
 - a. Have a backup computer, tablet, phone ready
 - b. Be ready to dial in on your phone or another device
3. If possible, select 5G in both directions (input and output)
4. Keep your laptop plugged in so you are not running on the battery.

Audio

1. External microphone is best, followed by a plug-in headphone set (usually; this is what the sound check we do the day before your presentation is for)
2. Laptop microphone will work – but try to eliminate or reduce all surrounding noise (see e. under Video)
3. If there is a lot of ambient noise where you are, consider getting background noise suppression software

Video / Your image on screen

1. Organize your background so there is no clutter or mess; a blank wall is fine. Turn on your camera to test how you look against your background. (TIP: Do not wear clothing that matches the background color; be aware of objects that may create shadows or look like things are coming out of your head.)
2. Position yourself so you are lit from the front and/or above.
3. Do not have a window in the background. If it is your only option, close the blinds and/or curtains to minimize the light.
4. Dress code is business casual.
5. Eliminate sounds and distractions during your presentation time. Put up an “ON AIR” sign, so family members or roommates know not to disturb you!

Presentation

Slides

Use images, keywords, or brief phrases instead of large chunks of text– you want the attendees to be listening to you, not reading a slide.

Engage your audience

1. Try to engage your audience every ~5 minutes
2. Remember moments during your research where you got excited — share these with your audience



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3. Don't forget to share the challenging moments and how you got past them
4. Where are you going next with your work — reach out to attendees for suggestions and encouragement

Practice

1. Know your material
2. Practice and practice again
3. Anticipate questions and have answers ready