



LIM 2021 Best Practices for Live 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 (i.e., not buried in a closet or room on the far side of a house).
 - b. Consider hardwiring your computer to your modem.
 - c. If you cannot hardwire, position yourself as close to the modem as possible.
 - d. Close all other programs on your computer and turn off notifications.
 - e. 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 staff should you need to do so.
 - f. If there are others in the house/apartment from which you are broadcasting, ask them to staff off the internet during your talk. Make sure no one on the same home network is streaming movies, playing games, etc., on any device.
2. Be prepared in case you have a problem:
 - a. Send a backup copy of your presentation to the IOP organizer, Nadia Mahfoud – Nadia.Mahfoud@iop.org, by **13 September 2021**. If your file exceeds 10MB, please use a file sharing site (e.g., wetransfer.com).
 - 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.
2. Plug-in headphone set is next best in most cases.
3. Laptop microphone will work – but try to eliminate or reduce all surrounding noise.
4. Consider getting background noise suppression software.
5. Be sure to test the audio during the practice/training session. Sometimes laptop mic is better than headset, so be prepared to try different configurations. We want you to sound the best you can!

Video

1. Organize your background so there is no clutter or mess; a blank wall is fine. Do a test run to see how you look against your background. (TIP: Do not wear clothing that matches the background color.)
2. Position yourself so you are lit from the front and/or above and balanced with light behind you.
3. Do not have a window in the background. If it is your only option, then please close the blinds and curtains to minimize the light.
4. Dress code is business casual; you should look professional.
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

1. What is your big idea?
2. Be clear, concise, and compelling – minimize text content.



3. Bold visuals that support your big idea.
4. 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.
5. This may mean more slides but it will visualize your content to make a more engaging impression.

Engage your audience

1. Be expressive – do you want to excite, inspire, surprise your audience?
2. As you talk, imagine that there is someone across from you that you are talking to. This helps you project with poise and engage the audience through your screen.
3. Remember moments during your research where you got excited — share these with your audience.
4. Don't forget to share the challenging moments and how you got past them.
5. Discuss where you are 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