



Presenter guidelines

Positioning of the camera

- › Ideally use a laptop and place the camera at eye level. A stack of books can be a useful aid in raising the laptop approximately 10cm off the desk.
- › Align yourself by viewing your camera feed. You can view the camera feed ahead of time by opening the video settings in Digital Platform.
- › Avoid sitting in rolling office chairs as these can drift and swing.
- › A plain background is the best background.
- › Ideally please do not insert a virtual background behind you.

Lighting

- › Kindly conduct the call in an area with adequate bright lighting.
- › Avoid placing yourself with your back to the light or window. The camera will adjust to the bright light behind and your face will be too dark.
- › If you are sitting at a desk with little or no daylight, consider placing a desk lamp in front of you. Two desk lamps are even better - one on each side of your face a short distance away. Referencing your camera, adjust the lighting so that you are evenly lit.

Audio

- › The call should be conducted in a quiet space.
- › Ensure all other phones and devices are muted.
- › Ensure all notifications on your laptop, phone and iPad/tablet are turned off.
- › Try avoiding ambient places like tiled passages.

Internet connection

- › Use a wired internet connection if available. Only use WiFi if a wired connection is not possible.
- › Try to get as close to your WiFi router as possible.
- › Test your internet connection using www.speedtest.net. Connection speed should ideally be no less than 10 Mbps (up and down).
- › Ensure that the other internet users in your space are not using your internet line whilst you are webcasting.

Dress code

- › Clothing in pastel colours works well on camera.
- › Kindly refrain from wearing clothing that is chequered, striped or has a pattern.

Digital Platform

- › Please ensure that you have uploaded an appropriate profile image of yourself to your Digital Platform Account.
- › Should your video signal degrade, Digital Platform should automatically default to this image.
- › You will be responsible for muting and un-muting yourself within Digital Platform during your presentation.
- › Your PowerPoint presentation must be in Full Screen mode when screen sharing.
- › Please tick the “Share computer sound” box (as you engage the screen share mode) should your PowerPoint presentation contain any videos or soundbites.