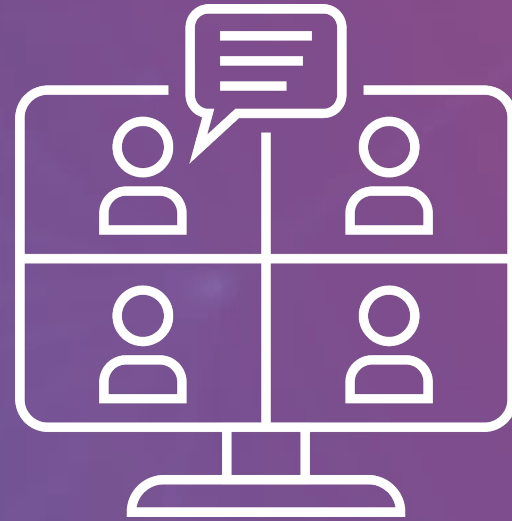


Remote Speaker Guide



Equipment Set Up

You will need:

- A Desktop or Laptop with a good camera and microphone.
 - We recommend a separate webcam and USB microphone where possible
- A second screen for your presentation if available
- Just in case, plan to have at hand WIRED headset as these are more reliable for connectivity and sound quality
- Please ensure notifications are turned off on your devices, and that Microsoft Outlook, Teams and Slack (or other email/messaging client) is completely closed.

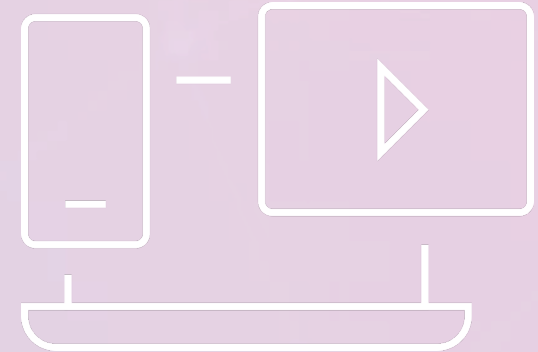


**PLEASE ENSURE ALL EQUIPMENT
IS PLUGGED IN AND FULLY
CHARGED**

Connectivity

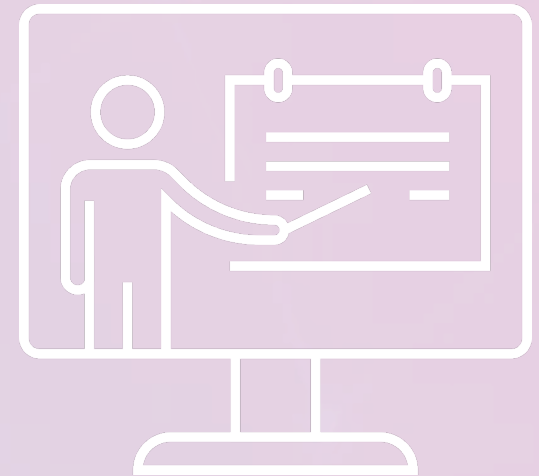
INTERNET

- Connect your computer to your router with an ethernet cable
- If not possible, Wi-Fi is a second option
- Position yourself as close to the Wi-Fi router as possible.
- If using Wi-Fi, ask others in household to refrain from using it
- Work with your IT team to ensure optimal connectivity
- Check your connection on [speedtest.net](https://www.speedtest.net) before joining. We need at least 6mbps upload speed to be sure that the video and sound connection will be stable.



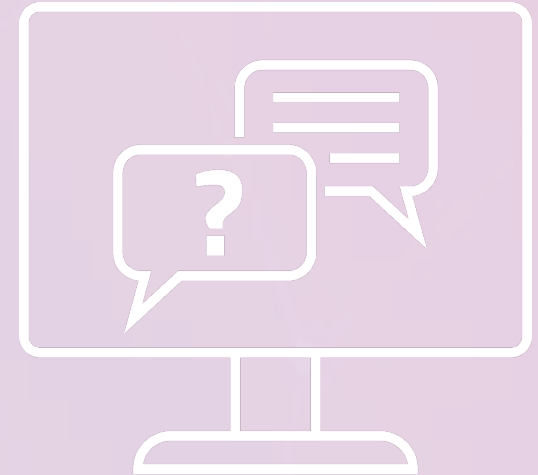
Slide Presentations

- If you are presenting virtually, you will be sharing slides in a Zoom Meeting.
- We will display this (and your camera) on screen in the room for in-person attendees.
- Please be aware you will be joining the same zoom meeting as the virtual attendees who are watching the event remotely.
- The chairperson will introduce you, and ask you to start sharing your slides, you will be able to communicate with them, and them with you.
- There will be a technician present in the zoom call who you will be able to use the text chat feature to talk directly and privately with. This technician will need to give you the permission (as a co-host) to share screen, so please name yourself correctly in zoom, and identify yourself to them at the start of the session.
- Please be aware that starting your screen share will stop the in-person presenter's slide share. **So please wait until introduced by the chair before starting your slide share**



Q+A

- Q+A will be managed by the chairperson
- They will take questions from the floor (which you will be able to hear through a microphone, and respond to as usual).
- They will also keep an eye on the Zoom chat, which is how virtual attendees will ask questions.
- You may wish to stop screen sharing during this Q+A, to give yourself a better view of the Zoom, but this is your choice.





DO's & DON'Ts



DO

- Keep the same room, equipment & set-up as when you practice
- Take pictures if it helps
- Look at the camera while presenting
- Practice your presentation without reading your notes



DON'T

- Don't change your location after your practice as this can affect your equipment set up, connectivity, lighting, etc
- Do not update any of your equipment until after the event

Timeline

Start preparing

- Choose the room
- Review your equipment
- Plan your room set-up
- Plan your equipment set-up

Zoom Practice

- Update Zoom to the latest version
- Ensure you are comfortable screen-sharing
- Familiarise yourself with the chat functions of zoom

Pre Event - Technical test

- Room set-up check
- Equipment set up check
- Connectivity check

Event Day!

Live Presentations
& Q&A sessions



get in touch

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