



APRA SPEAKER GUIDE

We're incredibly excited to have you as part of our APRA Virtual Conference! As virtual conferences have unique requirements to be successful, we've composed this document to act as both a guide to make the most of your presentation recording session.

PRESENTATION PRE-RECORDING SESSIONS

APRA's sessions will be shared in a "simulive" format. This means that all presentations will be pre-recorded with the support of our production team. On the day of, you will have the ability to interact live with attendees via chat and/or on-camera Q&A following your presentation if desired.

- We encourage you to upload your presentations in advance, so our production team can import it onto their systems prior to your recording session. Final presentation materials must be uploaded two business days prior to your recording session.
- Follow the link below to schedule your recording session with our production team and upload your presentation materials:

<https://endlessevents.simplybook.me#book/service/1>

- As you prepare your presentation, keep these elements in mind:
 - Where are you presenting (home office, work office, studio)?
 - Are you standing or sitting for your talk?
 - Do you have slides or video that needs to be advanced during your presentation (we have a slide advance feature)?
 - Backdrop: Is your team providing a backdrop (this is a great opportunity to use backdrops often used at recruiting events for your company's brand).

SYSTEM REQUIREMENTS

Set yourself up for success with the right equipment. Here's the baseline requirements we recommend for a successful virtual presentation experience.

- Modern laptop, desktop, or mobile/tablet device with Windows 7/8/10, MacOS Sierra/High Sierra/Mojave, Android or iOS
- Built in or External Webcam
- Built in or External Microphone
- Browser Requirements
 - Windows: Chrome, Firefox
 - MacOS: Safari, Firefox

SYSTEM REQUIREMENTS (Cont'd)

- Disable VPNs or Company Firewalls if possible
- Firewall Requirements
 - Default users should not encounter problems. Those on company-managed devices with advanced security settings that block WebRTC communications may need to consult with IT
 - You may test your connection at <https://test.webrtc.org/>
 - TURN/STUN: Port 10349 UDP/TCP (outbound)
 - Video/Audio Streams: Dynamic Port Allocation UDP - 49152-65535 (inbound)

VIDEO:

- Wear neutral, flat colors – avoid plaid/pinstripe or bright neon colors.
- A solid backdrop is generally most recommended – be aware of any doors, walkways, or other areas that other members of your home may interfere with your background.
- Do not sit with your back to a window, or where a window can be seen in the background of your camera shot – it will wash out the image.
- Look directly into the camera lens when speaking, not at the screen.
- Elevate the camera so the lens is at or slightly above eye level.
- Use a professional grade webcam if possible



AUDIO

- Avoid typing or shuffling papers when possible as most microphones will pick up that noise.
- Use earbud-style headphones if you have them to ensure audio from the session does not bleed back into the microphone.
- A podcast style microphone is recommended – Blue Yeti, Audio Technica ATR2005 and 2100X are popular options.
- Always test your audio in advance and make sure you are happy with the quality of it.
- Built in microphones are not ideal, but provided there is no background noise or typing, they can be made usable.

LIGHTING


- Sit where there is plenty of natural light (for instance, facing a window, or in a brightly lit room).
- Do not sit directly under or forward of an illuminated overhead light. Backlighting is not ideal and can be unflattering or create a 'halo' effect.
- Makeup lights can be a great substitute for a professional studio light kit.
- Dimmable desk lamps are also effective for adding face-lighting if no other options are available.

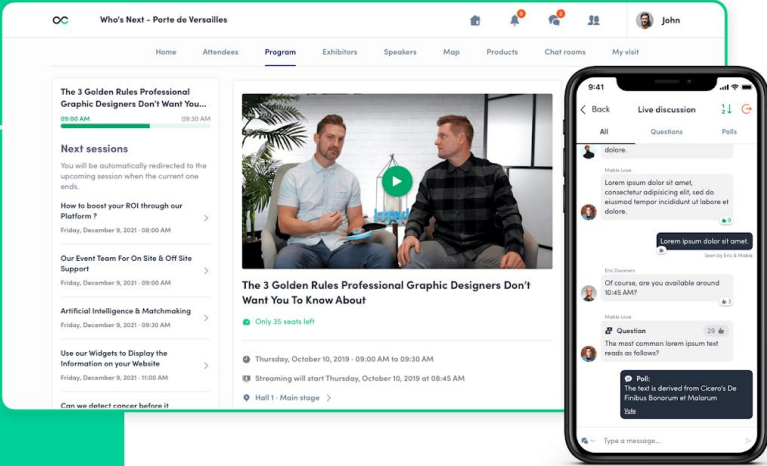
GOING LIVE

Our production staff will host an onboarding session to show you how to leverage our event platform capabilities to engage with session attendees. You will receive a calendar invitation via email to attend!

Speaker Onboarding

HOW TO GO LIVE





The screenshot shows a web interface for an event titled "Who's Next - Porte de Versailles". The main content area features a session titled "The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About" with a video player showing two men in a discussion. To the right, a mobile phone displays a "Live discussion" chat window with messages and a poll question: "The most common lorem ipsum text results in follow?".