

## Successful Video Conference Tips



### GENERAL TIPS:

- 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 TIPS

- 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.
- Condenser microphones are ideal in a well-controlled environment, but if ambient noise or family member noise is a concern, a dynamic microphone is recommended.
- 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 TIPS

- 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.
- If they light hurts to look into, it is likely too bright. There are many low-cost diffused LED desk lamps available at Target/Walmart type stores that can suffice.

## INTERNET TIPS

- Minimize the use of other devices on the internet during your presentation in your household to ensure the connection remains strong.
- Use a hard-wired connection into your router if possible – Wi-Fi can be subject to small dropouts or losses of signal.
- Run a <http://www.fast.com> speed test and click the "More Info" tab to get a download and upload speed – for professional videoconferencing, it is recommended to have AT LEAST a 20mbps download AND 10mbps upload speed. If using Zoom/Skype/WebEx type webinar solutions, a 10mbps download and 3mbps upload speed is the acceptable minimum.