



Setting up your livestream environment for speaking

Please read below the essential steps to note when presenting remotely:

- **Location:** You need to be in a quiet room where you will be undisturbed. Tell people in the same area and put a sign on your door saying that you cannot be disturbed.
- **Phone:** Put your phone on silent and not on vibrate. It is best to not have your phone near you as it will be distracting.
- **Lighting:** The better the lighting; the better the end result. Daylight is not good, as it can vary a lot, which is distracting. Try to find a room without natural light but with good lighting on you. If this is not possible, ensure that you have lighting in the room to counteract the changes in the natural light.
- **Background:** Consider your background. A clear wall or plain curtain is best. Avoid having a window behind you. There should be nothing distracting or moving in the background.
- **Computer:** Your system should be good quality, fairly recent, laptop or desktop computer which is connected to a high speed broadband. This needs to be a good, fast and reliable connection. Please use your mouse to point to things on your slide.
- **Camera:** Most speakers have to use webcams built into laptops or computers. Make sure that you are not too close to the computer and that it is slightly higher than you.
- **Microphone:** Ensure that you have a good quality microphone. Please note that the audience will be able to hear your typing and mouse clicks.
- **Clothes:** It is best to wear plain colours but not white or black. Please do not wear any visible logos or company brands. Remove dangly jewellery or watches that could be distracting and could make a noise.
- **Interact with the live stream audience** by welcoming them, asking their opinion, responding to their questions and encouraging them to post
- Ask the **live stream delegates to prepare/think of questions** in advance of the Q&A session as there is about a 20 second delay which will mean they might miss submitting a question.

We do appreciate that this might require a slight adjustment in your presentation style however; it will greatly improve the outcome of the livestreaming.

Thank you for your involvement with ISUOG!