

LIVE FROM WHEREVER YOU ARE

Advice and tips for your online session



We want your message to be heard loud and clear. Here's what you can do to improve your in-home or office setup. If you have any questions about the best gear, logistics or the event, don't hesitate to reach out to the Phocuswright team.

LOCATION	LIGHTING	AUDIO
Be cautious of distracting noises like drumming fingers, squeaky chairs, computer/phone alerts (think Outlook chime), pets and other ambient noise Choose a quiet space away from distractions	Use lighting from the front to light your whole face Avoid having your back to a window or lamp If you wear glasses, move lights or camera until the glare is out of your eyes	The best mic setups, in descending order of best performing: Wireless phone headset Wired earphones Webcam mic or laptop mic
VIDEO	POSTURE	BACKUP OPTIONS
Clean the webcam lens Position at eye level Be conscious of your background and on-camera surroundings Avoid using a virtual background unless supported with a green screen Branding never hurts!	Minimize movement (like swivel chairs or swaying) as it can be distracting to the viewer Always look at the camera and not your screen If you can, consider standing for keynotes with your webcam at eye-level If sitting, prop up your laptop to ensure the webcam (or external webcam) is eye-level. (Avoid having the audience stare up your nostrils)	Use computer audio for your main connection Have mobile ready to dial in to the audio as a backup Agree on a plan for what will happen if you can't continue (this will be covered in any speaker briefings)

OPTIMIZE YOUR HOME OR OFFICE INTERNET

- Put your router in an open space, not in a TV stand or behind furniture/doors
- Maximize the connection by using your 5GHz wifi network
- Close out of all other apps on your computer
- Turn off other internet-connected devices in your home like streaming devices, tablets, phones and gaming systems