



Webinar[™]
Experts

SPEAKER TRAINING PACK

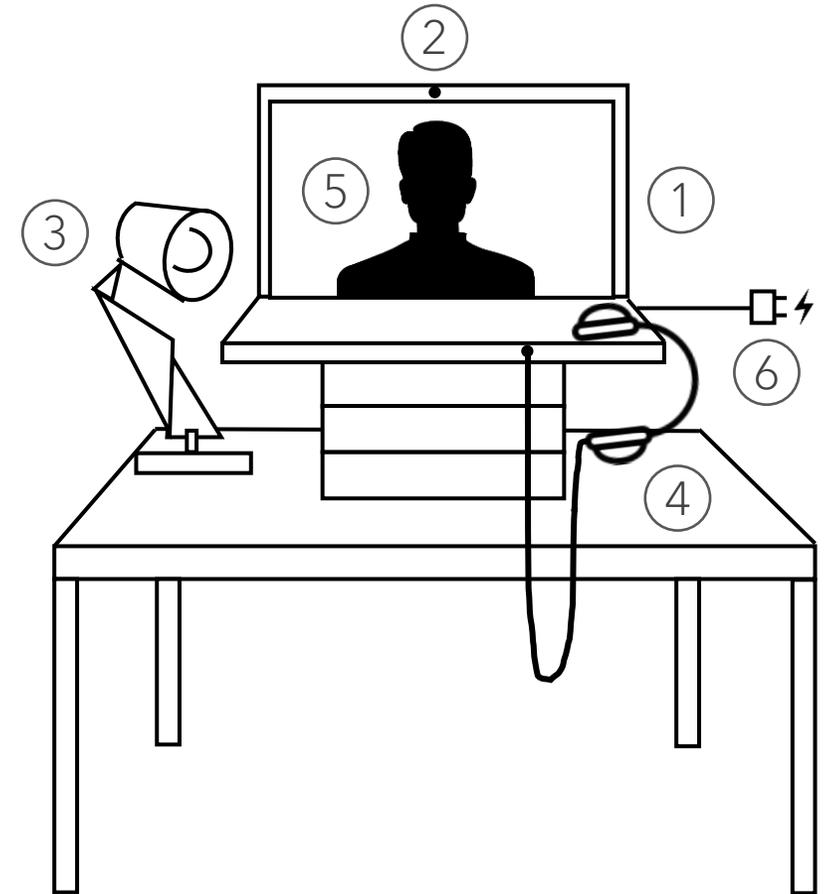
WEBEX - APRIL 2021

TECH BEST PRACTICES

Here's some handy tips to help you make a great impression & look great on camera...
Even if you are working from your dining room!

1. Ensure your **camera is set to eye level**. If you are using a laptop, raise it on books rather than tilting the screen.
2. When you are presenting or speaking to the audience **look at the camera**
3. Please **ensure you are well lit** from all sides. Ideally sit facing a window and use as much natural light as possible. Alternatively, place a desk lamp behind the camera pointing towards you to illuminate your face.
4. Please use a **wired headset and microphone**. This will ensure the best possible quality and avoid unnecessary issues.
5. Aim to **align yourself centrally in the frame** ensuring your shoulders are visible while allowing a little space above your head.
6. Ensure your Laptop / Device is being **mains powered(!)** to avoid interruption.

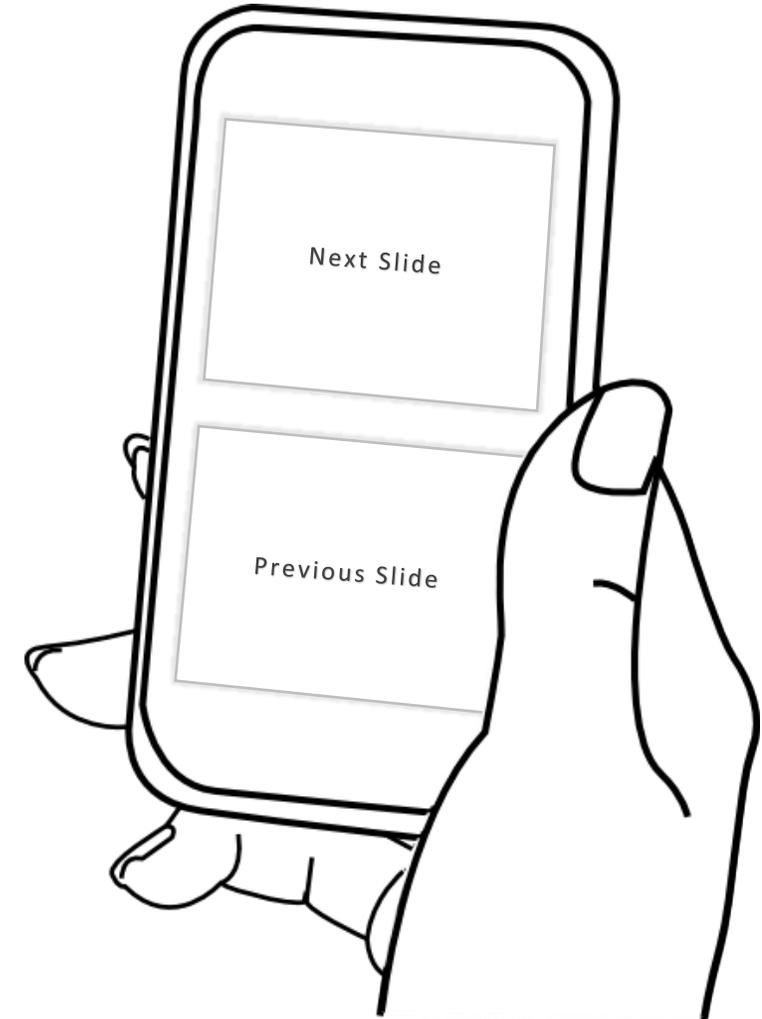
NB: Over 90% of technical issues on live webinars are caused by poor audio due to wireless devices. Please use wired microphones & headphones.



SLIDES & CONTROLLING THEM

We will be hosting your slides in our Virtual Production Studio to ensure maximum broadcast quality, so *you don't need to screen share*.

1. If you are using slides, **please send these to webinar experts no later than 1 week before the event.**
2. To control your slides we will be using a **remote clicker** which can be used on either your browser or cell phone.
3. We will send you a link to the remote clicker in the Microsoft Teams 'Chat' before your session begins.
4. The link will open a new tab in your browser that gives the option to move to 'next' or 'previous' slides.
5. We suggest limiting the use of animations however if in use these are controlled on a 'per click' basis.
6. After your presentation, please exit the clicker app.



Can attendees unmute themselves / speak whenever they want?

In larger meetings / events, no. This would be a controlled Webex environment set up to create a webinar like feel so the audience will only be able to communicate via private chat directly to the meeting host (eg: to ask questions). In smaller meetings, or depending on your circumstances, then allowing attendees mute control is possible.

Do I mute and unmute myself as normal?

Yes. Once the meeting has been unlocked and attendees begin to join the meeting anything you say will be heard by everyone so be sure to keep muted when you're not speaking. Just be sure to unmute yourself before you wish to speak to ensure you're heard loud and clear.

How do I share my slides?

WebinarExperts will host slides as part of the 'master deck' that is compiled by your meeting lead. This master deck will be viewable throughout the meeting as a screenshare from our production studio ensuring maximum broadcast quality with no need for speakers to swap 'presenter' or individual screen sharing.

Can I screen share?

Depending on the meeting format you may be able to screenshare however we'd always advise pre-recording content and streaming this as part of our screenshare from the WebinarExpert's production studio. That way we maximise quality and create a seamless, clean & professional experience for attendees.

I spent \$350 on Apple AirPods and they're amazing. Can I use them?

Please don't. Although great for music or phone calls you can guarantee they'll fail if it's during a live broadcasted event. *We only recommend wired mics and headphones!*

WebinarTM Experts

CONTACT

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