HOW TO PRESENT PROFESSIONALLY FROM HOME

Connecting and inspiring people has never been more important, and while a professional studio environment is ideal, there's a lot that you can do to improve what you already have at home. We understand that not everything on this list will be possible for every presenter, but the more you can apply the more impactful the message will be.

OPTIMISE YOUR HOME INTERNET

GIVE YOUR WI-FI ROUTER SPACE TO BREATHE

- Put it in 'free space' – not in a TV stand or behind the couch
- Check and tighten all connections

MAXIMISE THE CONNECTION

- Go wired from your router to your laptop
- If you have to use Wi-Fi, try and use 5GHz
- Wi-Fi works best 1.5m to 3m from the router
- Close out other apps on your laptop
- Measure your internet bandwidth to check latency, upload and download speed https://testmy.net/auto | https://www.speedtest.net/ar
- Turn off streaming devices, tablets, phones, video game systems and smart TVs

MAKE THE BEST USE OF SPACE

LIGHTING

- From the front to light your whole face
- Avoid having your back to a window
- If you wear glasses, move the light or camera until the glare is out of your eyes
- Turn down the brightness of your monitor to reduce glare

AUDIO

- Use the best mic setup you have – in descending order of best performing:
  - Wireless Phone Headset
  - Wired Earphones
  - Webcam mic.
  - Laptop mic.

VIDEO

- Clean the lens!
- Position at eye level
- If you use your hands a lot when you present, frame the shot to include your hands
- Use a tidy, professional background

PRESENTATION TIPS

LOCATION

- Be cautious of distracting noises in the background of your presentation
- Choose a quiet space, away from distractions and away from others
- Put a "Quiet Please" sign on the door to the room

POSTURE

- Stand up during your presentation to mimic presenting on a stage
- Minimize movement as it can be distracting to the viewer
- Always look at the camera, not the screen

BACKUP OPTIONS

- Use computer audio for your main connection
- Print your slides and have someone else ready to share in case your computer fails
- Don't draw attention to technical glitches, most viewers won't notice