

WITWA [+] - BEING SCREEN READY FOR LIVE SESSIONS

From <https://www.witwa.org.au/speaker>

If you haven't been on a live webinar before - don't panic! This will help you get set up.

Some basic equipment you probably already have on hand is all you need, specifically:

- **A device with a camera and Zoom installed (<https://zoom.us/download>).** This could be a smartphone or a computer.
- **A tripod** if you're using your phone, so it remains steady.
- **A headset or similar with a microphone built in.** The headphones that come with your smartphone usually have one. It needs to connect to your device so we can hear you clearly when you're speaking - using the computer or phone mic is not ideal.
- **Top quality internet.** For example, you could:
 - Connect via a cable rather than wifi.
 - Use your mobile phone as a hotspot (put it on Do Not Disturb and/or redirect calls to your voicemail so you don't get an interruption).
 - Warn anyone else on the network (e.g. family) not to chew data during your session.
 - Close all open apps/programs so you're not inadvertently chewing data.

In terms of location:

- Aim for somewhere quiet with minimal distractions.
- If you must be outdoors (not recommended), ensure you're out of the wind.

On the big day, please consider:

- Clothing
 - Don't wear stripes or busy patterns. They don't look good when you move (which you should - animated speakers are engaging).
 - Don't wear the same colour as your background – you'll disappear into it.
- Camera position
 - Set at eye level or above. No one wants to see up your nostrils!
 - Use anything handy to raise your device up - a stack of books or storage boxes for example. We won't see it, as long as it's stable.
 - Maintain your privacy: check you don't have any personally identifying stuff in the background – paperwork containing identity information, photos of kids, street address etc.
- Light your face
 - Turn so ambient light is behind the phone/recorder, not behind you otherwise you end up silhouetted.
 - Use a lamp if needed to provide more light, or a halo light if you have one.
- Check your device
 - Is it fully charged? Connect to power if needed.
 - Is it connected to the internet? Make sure it's working.
- Avoid distractions
 - Turn phone to aeroplane mode (if not hotspotting)
 - Close all other programs – otherwise alerts will pop up, as will their accompanying sounds.
- Performance tips:
 - Unlike speaking in person, you get zero physical feedback from your audience this way. So you have to amp up the engagement and animation. I like to pretend there's a very small person next to my camera and they are absolutely enthralled with what I have to say :)
 - Don't feel you have to speak perfectly with no stumbles or filler words. Your eyes can wander, you can lose your place - carry on regardless!