

Conference Presenter Video Toolkit

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September 2020

SPEAKER TIPS

- **Prepare yourself** - Imagine your audience when you speak.
- **Relax your face** - Look at the camera lens. This makes it appear as though you're looking directly at the people you are speaking to.
- **Be ready** - Rehearse if necessary.
- **Attire** - Dress from head to toe as though you are giving this presentation in front of a live audience.

VIDEO SET-UP TIPS

- **Camera angle:** The most flattering angle for the video camera to capture your face is from the same level or a little bit above your face. Avoid having the camera below eye-level.
- **Lighting** - Lighting should be in front of the presenter or slightly to the side. Light coming from far to either side can be unflattering. Light should be “soft”, meaning diffused (not harsh) and gentle shadows. Using a Ring light is highly recommended.
- **Backgrounds** - They should be simple with few visible distractions. Remove clutter (too many photos, books, toys, etc.), anything that will cause viewers to lose focus on the presentation.
- **Audio** - Should be clear of background distractions (dogs, doorbells, traffic) if possible. External microphones or headsets are recommended.
- **Desktop** - Turn off all sound notifications on your computer and close any unnecessary open files on your desktop to maximize performance.

DFCI Branded Virtual Background Options





Dana-Farber
Cancer Institute



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Cancer Institute



 Dana-Farber
Cancer Institute



Dana-Farber Cancer Institute



MARCOTTE CENTER
FOR CANCER RESEARCH

Jimmy Fund Way



Dana-Farber
Cancer Institute

**What we
do here
changes lives
everywhere**



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CENTER FOR
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Cancer Institute



Boston
Children's

Dana-Farber/Boston Children's Cancer and Blood Disorders Center



BRIGHAM AND
WOMEN'S HOSPITAL

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Boston | South Shore | Milford