

Cvent Attendee Hub[®] Speaker Guide

Device Preparation

Before event day, follow these steps to ensure your device is ready to present your virtual session.

Download Zoom

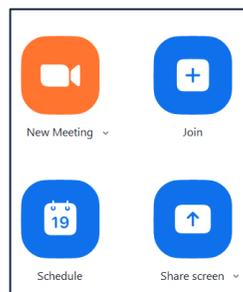
Download the Zoom Client for meetings on the device you will be presenting with. This ensures you have access to additional meeting controls that are not available in the browser version. If you don't already have a Zoom account, you can sign up for a free one.

Test Your Internet Speed

Your internet speed should be at least 10 Mbps upload. There are plenty of sites you can use to [test your internet speed](#). If you can, plug your computer directly into the router using an Ethernet cable. If that's not possible, move as close as you can to the router.

Test a Zoom Meeting

To practice the presentation, start a Zoom meeting by clicking "New Meeting" within the app.

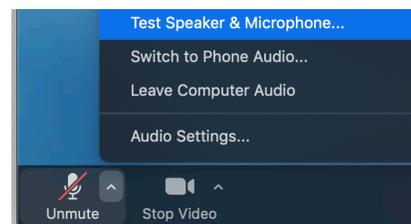


Presentation Practice

Before event day, get comfortable with the meeting controls. Practice muting/unmuting, turning video on/off, and sharing your screen.

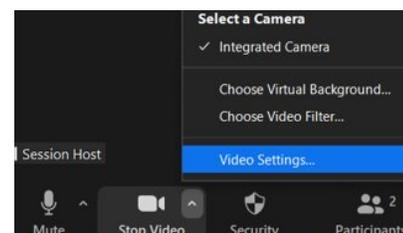
Audio Settings

Select the up arrow on the "Mute/Unmute" button in the bottom left-hand side of the window. Select "Test Speaker & Microphone."



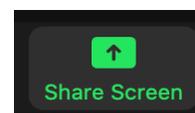
Video Settings

Select "Start Video" on the bottom left-hand side. You should be able to see yourself. If you are unable to see yourself, click the up arrow in the start video box and select the camera you would like to use.



Screen Share

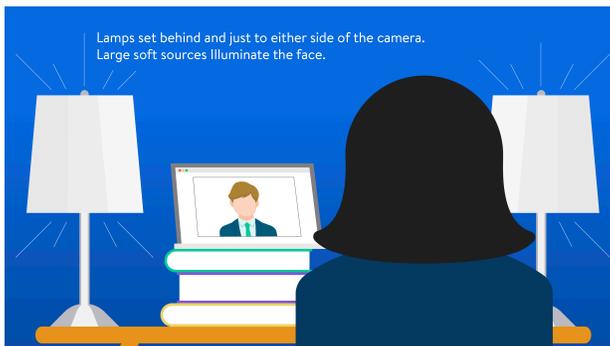
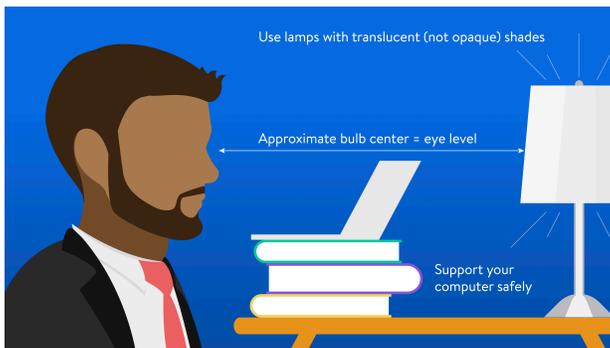
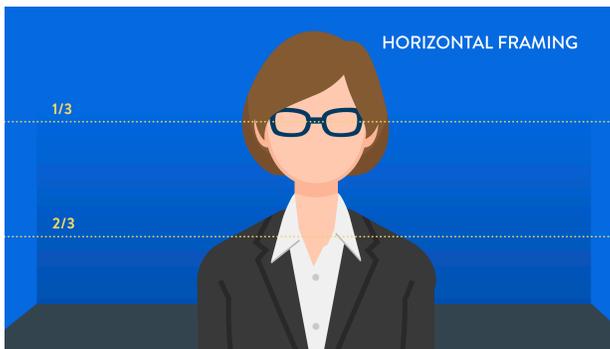
Practice sharing your presentation by clicking the "Share Screen" button. Select the screen you want to share. Make sure your presentation is downloaded and saved to your computer. Do not share content from sharing sites that rely on the internet.



Speaker Best Practices

Practice and Prepare

- Know your content and practice it. Try to memorize as much as possible.
- Keep track of the time it takes you to get through your presentation.
- If you have notes or a script, keep the digital or printed document on a stand at eye level.
- Notifications on your computer should be turned off.
- Close all other apps and browser tabs on your computer to reduce CPU load.



Environment and Acoustics

- Make sure to present from a room with minimal echo and distractions.
- We recommend using USB mics or Laptop mics; earbud mics are not recommended.
- Make sure your microphone is adjusted and working correctly.

Appearance

- Solid colors look best on camera.
- Avoid patterns, black, or white garments.
- Avoid waving your hands or moving too much.
- Avoid touching your face.
- Avoid leaning forward into the camera.

Position

- The camera should be positioned at eye level.
- Keep your eyes in the top third of the frame.
- You should be centered in the frame with the top of both shoulders visible.
- Avoid too much head room at the top.

Camera

- If a webcam looks better than your computer camera, use it.
- Maintain eye contact with the camera.
- The background should not be distracting; move any clutter out of frame.
- Virtual backgrounds are not recommended, as they take up too much computing power.

Lighting

- Use natural lighting to brighten the room.
- If you can, face a window or use enough front light, so your face is clearly visible.
- You can also try placing a lamp behind your webcam or to both sides.