



# World Glaucoma Association

## The Global Glaucoma Network

## WGA Surgical Grand Rounds: Speaker Instructions

### BEFORE THE RECORDING

- Make sure that you have submitted all necessary materials for the recording (i.e.: your presentation, speaker consent form and biography).
- We kindly ask you to be online and logged in to Zoom on time.
- Make sure that you use this [virtual background](#).
- Check whether your name is displayed correctly (First name + Last name).

### TIPS & TRICKS DURING THE RECORDING

- **Environment**
  - Be in a quiet environment and ensure that your environment knows you will be presenting, and they respect your need for a silent room.
  - Try not to be disrupted (phone calls, a cat, a child, etc.).
  - To sit on a chair with still legs and not with wheels.
  - Try to have enough space behind you so you can move in case you are too close to the camera.
- **Screen & Sound**
  - Use a laptop or computer. Tablets or phones have low(er) quality.
  - Close all applications that could slow-down the performance of your computer (Outlook, internet browser, MS Teams, etc.).
  - Ensure to connect your device through a wired connection (ethernet) rather than using Wi-Fi.
  - Ensure that your internet browser is up-to-date.
  - Please test the speed of your internet connection. We recommend using the website [www.speedtest.net](http://www.speedtest.net) to ensure that you have a minimum speed of 10 Mbps.
  - Please make sure that your device is plugged into a power outlet.
  - Please use a mouse or a slide advancer for your presentation. Using the arrows or the touchpad will make you laptop and webcam move causing a shaking image.
  - Use a headset to minimize external sound.
  - Avoid moving too much while speaking so that your voice always stays the same distance from the microphone.
  - Speak in a firm, clear voice, at a volume loud enough to have a conversation with 2 meters away.  
Make sure you have all the files you need for the presentation on your computer and not on a cloud storage.
- **Dress code**
  - Dress how you would normally do when visiting a business meeting or a presenting during a conference.



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- **Camera position**

- Please ensure to raise your laptop or computer 20 cm from the table (using books etc.) to ensure you are in line with your camera.
- The camera should be at or just above eye level.
- Look at the camera as much as possible when presenting.
- Please position the camera to frame the upper portion of your body (not just your face).
- Open your presentation and position it as close to the camera as possible so that you can maintain eye contact while speaking.



- **Lighting and background**

- Choose a place that is well-lit but avoid lighting that falls directly on top of your head, or that is to the side of your face. The best solution is natural light coming from a window directly in front of you. Alternatively, a lamp can be placed on the other side of your computer screen to provide direct lighting.



- Check whether you have the appropriate virtual background downloaded and installed for the recording.