

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 <u>virtual background.</u>
- 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.).
- o To sit on a chair with still legs and not with wheels.
- o 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.
- o Ensure that your internet browser is up-to-date.
- Please test the speed of your internet connection. We recommend using the website <u>www.speedtest.net</u> 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.
- O 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.

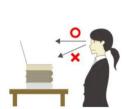
Dress code

 Dress how you would normally do when visiting a business meeting or a presenting during a conference.



• 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.
- o Look at the camera as much as possible when presenting.
- o 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 place on the other side o your computer screen to provide
direct lighting.



• Check whether you have the appropriate virtual background dowloaded and installed for the recording.