

# Digital Guide

Best Practices for Virtual Presenters

# Session Prep

- ✓ Devices are fully charged or plugged in
- ✓ Email and all applications on the computer are closed
- ✓ Strong Wi-Fi connected
- ✓ Identify your Ethernet connection should a back-up connection be needed

*NOTE: Encourage others in your household to reduce use of video games or streaming platforms to eliminate bandwidth concerns.*



# Background

- ✓ Backdrop is simple with minimal artwork/photos
- ✓ All clutter/trash is removed
- ✓ Shades behind you are closed (avoid sunlight in background)



# Wardrobe

- ✓ Select neutral tones, avoid white, black or patterns.
- ✓ Avoid glasses if possible to prevent glare.

*NOTE It is possible that some portions of your session will require re-recording, it is suggested that you wear the same outfit, hair style, etc. for a consistent look.*

