



BEST PRACTICES HANDBOOK REMOTE SPEAKERS WITH PRE-RECORDINGS



INTRODUCTION

This handbook aims to help remote speakers prepare and feel confident about the pre-recording of their presentation for EARA 2020. It is essential **to thoroughly prepare and practice** the presentation in order to ensure all goes smoothly and the result is as professional as possible. We kindly ask you to go through the handbook and take into consideration the suggestions we hereby make. On the day of the recording you will be asked to begin your presentation as if you were live. Hence, you should do so in a diligent manner as well as respect the **10-minute limit**.





PREPARATION

1. USE A NETWORK CABLE

If possible, we strongly recommend the use of a **network cable** for a direct connection between the router and the computer.

This type of connection ensures a higher-speed and stronger connection, eliminating the risk of interferences with the signal.



2. ENSURE INTERNET QUALITY

If network cable connection is not an option, you can use a **wireless or mobile connection**.

If you opt for a wireless connection, stay as close as possible to the router.

If you only have a mobile connection (3G, 4G, 5G, etc.), it helps if you stay close to a window.

These practices are important in order to guarantee the best possible connection and therefore a better-quality recording.



3. MAXIMISE THE DEVICE PERFORMANCE

Before starting the call, ensure **all other APPs are closed!**

The video call must be the only task in execution.

Pay special attention to other tasks that might consume your bandwidth, such as streaming services, downloads, file sharing, cloud services, and others.

Keep your device in maximum performance mode and connected to an electric outlet.



4. FIND A QUIET SPACE

Attendees will be listening closely through their headphones to your presentation, which means they'll be able to hear every noise you make. Make sure you **remove all audio distractions** like cell phones, email or text message pop-up notifications.

If you're presenting from home, be sure to let your family, friends or roommates know that you may not be disturbed during the allotted time. Have someone take care of loud pets or put them in another room.

In case you have index cards or printed presentation notes, be careful of rustling your papers.

Lastly, we strongly recommend that you use headsets or headphones. The sound quality will be better, as well as it will help eliminate other external noises.

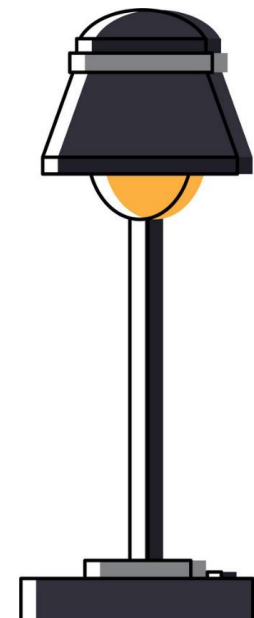


5. TEST YOUR LIGHTING

Do not start the video call before testing your lighting and positioning/posture.

It is recommended that you have a source of natural light facing you. **Avoid backlighting** at all costs – when the source of natural light is behind you

If you do not have a source of natural light, opt for an artificial source facing you.



6. TEST THE RECORDING PLAN

Any movement behind you (cars, people, trees, etc.) will impact the image quality.

Therefore, reduce movement behind you as much as possible.

For better results and professionalism, **choose a quiet area** with a static backwall, preferably a plain white wall.



7. ENSURE THE CAMERA IS STILL

Ensure the stability of the device you're using. It should not move at all.

The device should be at the **same level as your eyes**.

The optimal frame should always show your face and shoulders.



8. PREPARE YOUR PRESENTATION

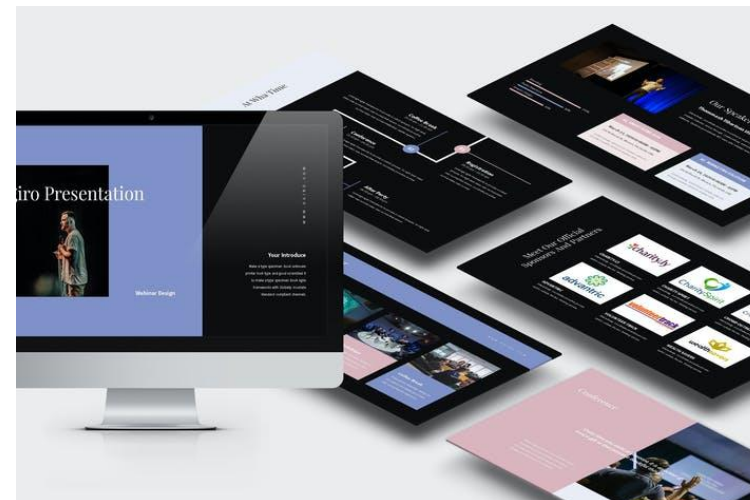
The PPT is an important piece of your presentation and therefore you will be able to show it by sharing your screen with us.

We kindly advise you to prepare and rehearse the presentation in a timely manner until you feel comfortable. Also, ensure you respect the 10 minutes limit during the rehearsal.

Remember the PPT works as a visual support. Hence, keep it clean and impactful and avoid spending the 10 minutes reading from the slides.

Close all other windows and Apps in your device, so that only the PPT can be shared on the screen.

If your presentation includes a **video**, please send it beforehand to eara2020@leading.pt.





THE RECORDING

9. THE RECORDING (1/3)

After scheduling the recording, you will receive a link to access the videocall on the scheduled date.

A member of our team will be in the virtual room to give you a brief introduction.

You should have everything set in the place where you'll be speaking from, with the PPT ready to be launched.

Please **remember all our recommendations** and make sure you respect the 10-minute limit.



9. THE RECORDING (2/3)

While recording, try to stay as relaxed and comfortable as possible.

It is natural to use the hands and make some gestures. Nevertheless, avoid sudden moves as well as touching the camera.

Keep in mind we **won't interrupt you during the 10 minutes**, hence you need to be mindful of your posture.

We want you to feel as comfortable as possible, but with the feeling that you are broadcasting live. Therefore, if there is any sort of interruption, distraction or mistake (e.g. sneeze, cough, drinking water, etc.), you should **act naturally and continue your presentation**.



9. THE RECORDING (3/3)

Our team member will start a countdown that will mark the beginning of your presentation.

From that moment until the end of the presentation, you **should not speak to the technician.**

Face this recording with diligence and professionalism, as you if you were live or in an auditorium full of colleagues.

There will be no interruptions or the opportunity to go back.



EARA 2020

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BEST PRACTICES HANDBOOK

www.fpce.up.pt/eara2020/home.html

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