TECHNICAL GUIDE TO ONLINE SPEECHES

Speaking online is not easy and can often be stressful even for professionals. That's why we have prepared some simple technical tips for you, the implementation of which will allow you to participate even more successfully, and thus increase the comfort of both, the presenter and the other participants.

At the same time, we would like to remind you that equipment is an accessory, and even the most professional will not replace good substantive preparation for the presentation at the Conference. This should always be a priority.

WEBCAM

Using a webcam when speaking online is not mandatory, however, we encourage you to take advantage of this opportunity.

- ▶ It is a good idea to set up the webcam on the same screen where you will see the presentation.

- ▶ It should be positioned at eye level so that the presenter is looking directly into the lens.

- ▶ If you are using a built-in camera, it is a good idea to set the device on a suitable stand or tripod.

- ▶ Even a smartphone or digital camera can be used as a webcam.

LIGHTING

Proper face lighting can be the key to creating a good impression on Conference attendees.

- ▶ If using daylight, it is a good idea to take a seat opposite the window, so that the light falls on us from the front. A large source of light in the form of the window will positively affect the presentation and smooth out shadows.

- ▶ If we decide to use artificial lighting, it is worth using two lamps/bulbs, emitting white light (about 5500K) and placing them behind the camera directing the light source at each other. It is worth placing them relatively close. In this case, also remember to close the blinds/blinds to avoid mixing sunlight and artificial light.

MICROPHONE

One of the most important features of an online speech is good sound quality. It is worth use an external microphone plugged into a USB port to record it.

- ▶ The best result will be achieved if the microphone is located quite close (about 50 cm from your face).

- ▶ It is worth it to get a so-called pop filter and isolate the microphone from vibrations of the ground.

- ▶ When using a microphone and speakers, acoustic coupling can occur, so it is recommended to use headphones or a headset.

INTERNET CONNECTION

Before the Conference, it is a good idea to check the bandwidth of your Internet connection. It is also a good idea to use a wired connection to the Internet, which is usually less unreliable than Wi-Fi.

APPROPRIATE LOCATION AND SURROUNDINGS

When choosing a place to participate in the Online Conference, it is worth considering the frame of the camera and a suitable background:

▶ Excessive background noise can distract Conference attendees from the speech. If you have to perform in difficult conditions, it's a good idea to take advantage of ambient noise cancelling technologies such as *Nvidia Broadcast* or *AMD Noise Suppression.*

▶ An important factor is the echo caused by an empty room. In recording studios, special sound-absorbing sponges are used. At home, an adequate function will be performed by all kinds of materials in the room, such as carpet or curtains, which will dampen the echo.

▶ Movement in the background of the frame or a display case with absorbing objects can result the audience's attention is not focused solely on the presenter. It could be beneficial if the background is static and homogeneous (preferably black and white). At this point the lighting can play an important role.

To minimize the appearance of technical problems while attending the Conference, it is a good idea to check your system and test the image and sound.

You can already perform such test yourself by clicking on >>*this*<< link. The efficiency of the microphone can be easily tested with Audacity, and the webcam – with the Windows built-in Camera program.

Dear Participant!

This short material covers only general issues and practical advice, which we trust will become a good basis and make it easier to prepare for online presentations. For hardware details, we refer you to the online discussion groups. And for guidance on speeches >>*here*<<.

If you have any questions, we are at your service!

We are available by phone and email, as well as on social media. You will find all the information you need under the Contact Us tab on the Conference website. We answer emails and try to call back in case of missed calls. We also respond to messages on Facebook.