



Virtual Event Playbook

Record from Home Checklist

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Transitioning to Digital Presentations

Digital presentations require a different set of skills and content design priorities than delivering to an in-person audience. Utilize this checklist to ensure your content is optimized and your workstation is ready to go for your event. Remember there is no replacement for practice and being familiar with your content. Do not worry about small mistakes. Normally, your audience will not notice them. We are all building our skills and making this transition together.

Optimize your content for digital delivery

- Identify your central message.
- Have a clear call to action within your presentation.
- Prepare content that you are familiar with and uses both text and visual images.
- Do not read your slides to the audience. Use a bullet point format and add value with your expertise.
- New! Use the PowerPoint Presenter Coach to evaluate your presentation delivery.
- Review settings under the Slide Show menu (if using PowerPoint) to customize your defaults.
- Rehearse timing to ensure you can adequately cover your content in the time provided (Slide Show | Rehearse Timings command).
- Consider putting housekeeping and resource slides at the beginning when you have people's attention, so you do not disrupt Q&A toward the end of your session.
- Ask your organizer how and where to share your final materials with your audience.

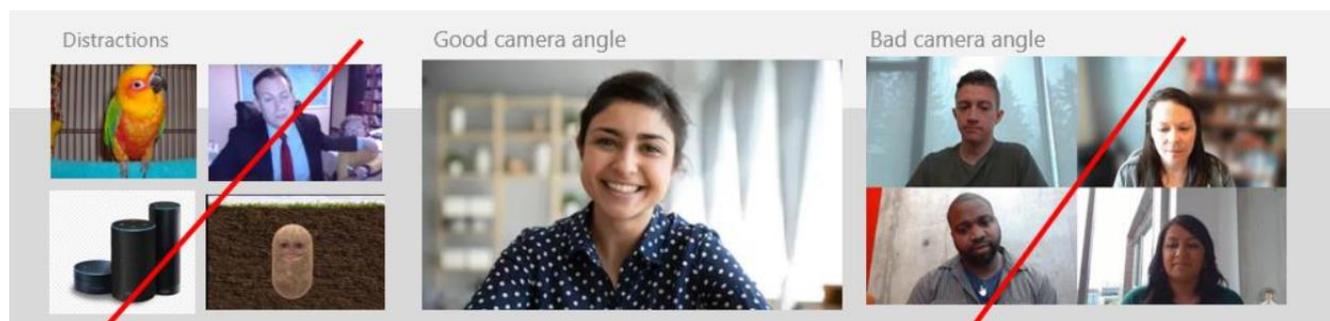
Presenter checklist

Presenting

- Computer is plugged into a power outlet
- Wired network connection is preferred
- Minimize WiFi traffic on your network while recording
- Turn off / silence your cell phone
- Webcam that delivers a minimum 720p (ideally 1080p)
- Invest in a good external microphone or speaker puck
- Camera should be at or slightly above eye level
- Backup of materials should be on your local computer
- Rehearse enough to be comfortable with you material so your personality will shine through.
- Avoid reading your slides to the audience.

Computer

- Clean up desktop
- Hide the taskbar if showing desktop
- If showing demo, 1920X1080 screen resolution
- Use latest browser (Edge or Chrome)
- Clear browser history or switch profiles
- Close unnecessary applications
- Turn off all notifications
- Update your computer prior to your recording date or disable



Environment & Wardrobe

- Record from a private room or location (avoid disruptions)
- No harsh lighting on your face or behind you
- Warm light (desk lamp) is preferred
- Backdrop should be natural but uncluttered
- Teams background effects are useful. Consider one for your event.
- Solid or subtle pattern shirt appropriate for your audience
- Avoid busy pattern, all white or grass-green shirts (for green screen effects)