

# PRESENTING YOUR VIDEO COMMS REMOTELY

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Whether you're leading a team meeting, speaking to a potential new client for the first time or hosting a full on interactive digital event with multiple participants, First Sight Media's technical gurus have experienced it all.

Here are some tips from our Production Director, Phil Platt, to make sure both you and all participants have the best experience possible.

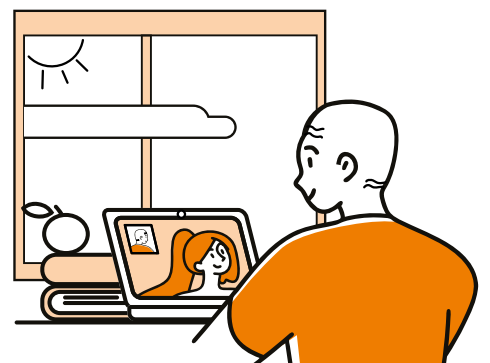
## KEEP CAMERA AT EYE LEVEL

Position your camera at eye level to ensure a straight on view of you for all participants. Don't forget to fill the frame and limit the space around you.



## OPTIMISE LIGHTING

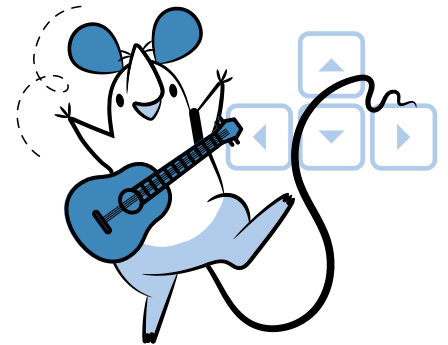
We don't all have studio lighting, position yourself facing a window rather than side on and try to avoid unflattering lighting directly above you.



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## AVOID A NOISY MOUSE

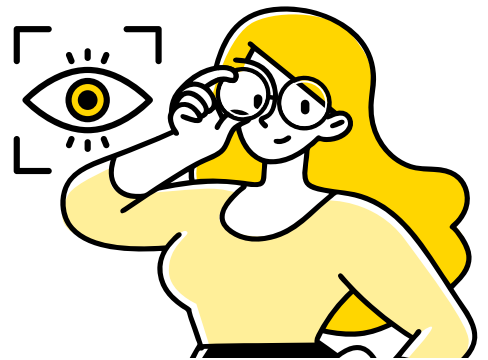
If you have presentation slides, use the arrows on your keyboard, touch pad or a clicker to advance your slides rather than an audible click on your mouse.



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## LOOK DIRECTLY AT THE LENS

Especially if talking, look into the lens to engage with your audience.



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## REMOVE BACKGROUND NOISE AND OBJECTS

Don't forget to remove any clutter that may distract from what you are saying and try to use a quiet location. Put your phone on silent and turn off your system sounds. Use your preview image to see what others will see.



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## DRESS APPROPRIATELY

Most of us will dress down at home but you probably want to think more about what you wear (on the top half at least), especially if you are talking to an external audience.



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## TRY TO USE EXTERNAL AUDIO

It is usually better to make use of an external microphone or headset when compared to your built-in computer audio.



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## CONSIDER THE TIME OF DAY

Make sure you know where the natural light will be at the time of your virtual meeting and position yourself out of direct, blinding light – is it going to move during the call and will you need to shift your position?



**For more information, please contact:**

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