Digital events – speaker guidelines

Run through these guidelines in the same space, and on the same device, that you will use for the live event.

Internet and connectivity

- Connect via a hard-wired connection (rather than Wi-fi).
- Turn off all other applications as this will increase internet bandwidth.
- Avoid streaming or downloading from other devices during the session.

Audio

- Turn off unnecessary sound sources like fans, printers and tablets.
- If you are likely to experience any background noise, we recommend using headphones to help you focus.
- Silence any notification sounds from devices during presentations.
- Avoid spaces that echo, if you can. If echo is a problem, try placing seat cushions behind the computer to soak up some of the incident sound and avoid "slap back".

Your surroundings and camera

- Present from a private and quiet space, if possible.
- Natural lighting is best, ideally you want to be lit from the front, not behind.
- Set up your webcam at eye-level and straight on. Audiences feel more engaged if you look directly at the camera, so try not to look down at your notes too much.
- Take note of what will be behind you or in your camera shot. Neutral is best, however, a background that contributes to your message is also good.
- Consider the ergonomics of your screen and chair setup so that you are comfortable during the event.

Slides and video

- Slide transitions need to be controlled by a person responsible for technical support on the day. It may be helpful to print out slides or have notes as a reminder of what’s coming next.
- Video needs to either be embedded into a PowerPoint presentation or downloaded onto your desktop. We strongly advise that it isn’t streamed online.
- Guests may be viewing slides on a variety of different sized devices. Ensure that your content is easy to read by not using too many words on each slide.
- Some people may not have video enabled, so be descriptive when referring to graphs or imagery in slides.

Audience

- The audience will include lay people – Cambridge alumni and guests – but they have an appetite to learn and be challenged academically. We therefore suggest that language used is as accessible as possible.

On the day

- Sign in early to check everything is still working as expected.
• Make sure you are comfortable, hydrated and have water to hand.