



MY TRUE TALENT

# VIRTUAL MEETINGS TOP TIPS FOR GETTING IT RIGHT

# Get ready

## PREPARE YOURSELF...

...mentally and physically. Sit down quietly and composing your thoughts. Just let things go.

You'll remember everything. You can't forget things. That's not really possible except for the thing that makes us think we forget things - our fear and our trepidation.

You won't, you won't forget what you've got to say, if you prepared for it, you won't, it's not going to happen.

If you find yourself getting a little bit quakey put yourself in a corner for a little while, sit down, shut your eyes, breathe and let things go for a while.



# Eyes front

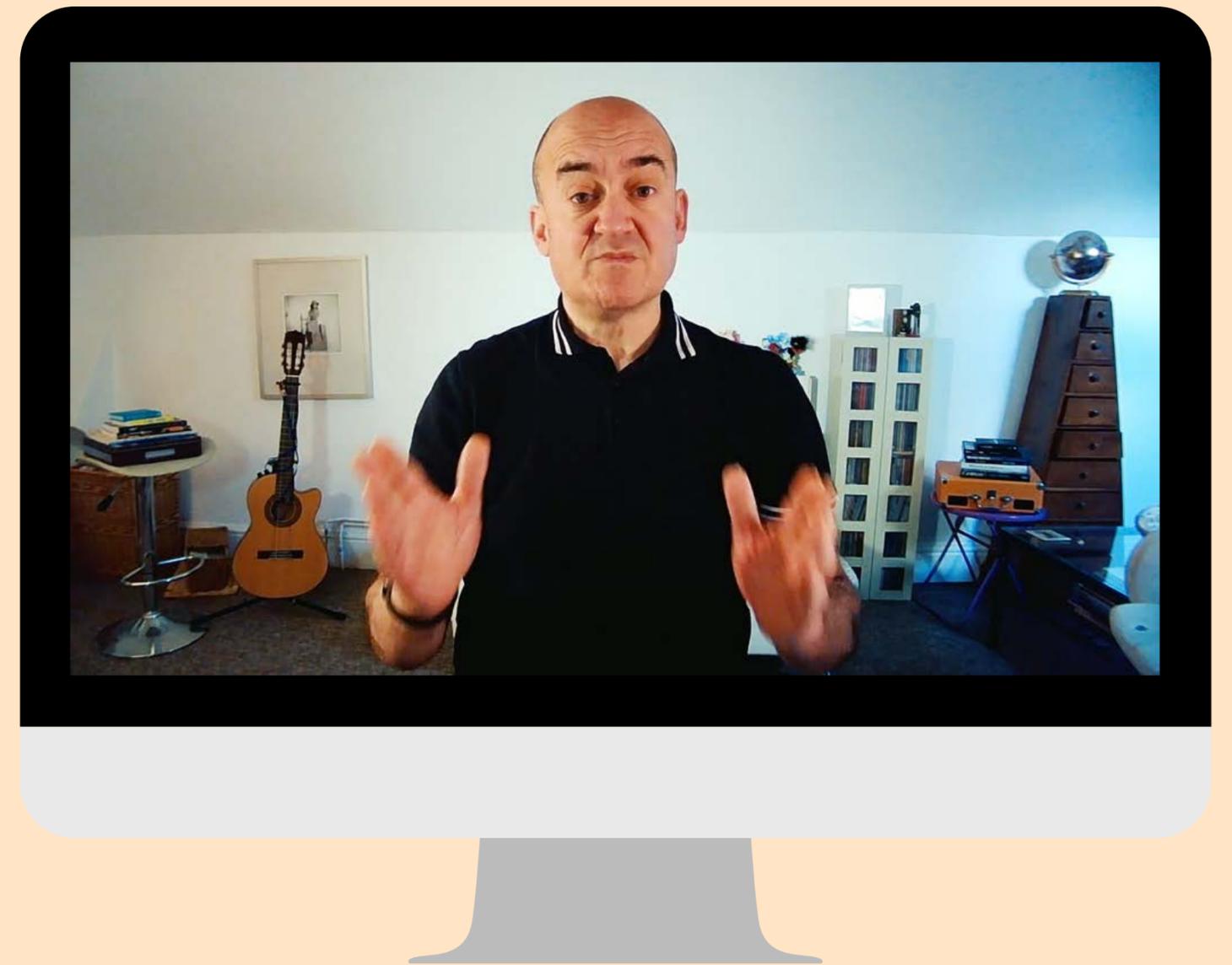
## REMEMBER

...to look straight ahead at the camera.

You don't want to be like those folks who look down or up at the camera, do you? They're not particularly engaging.

So look at the lens. On a laptop it'll be at the top of the screen or if you're using an external camera, as I do, look at that as much as you can.

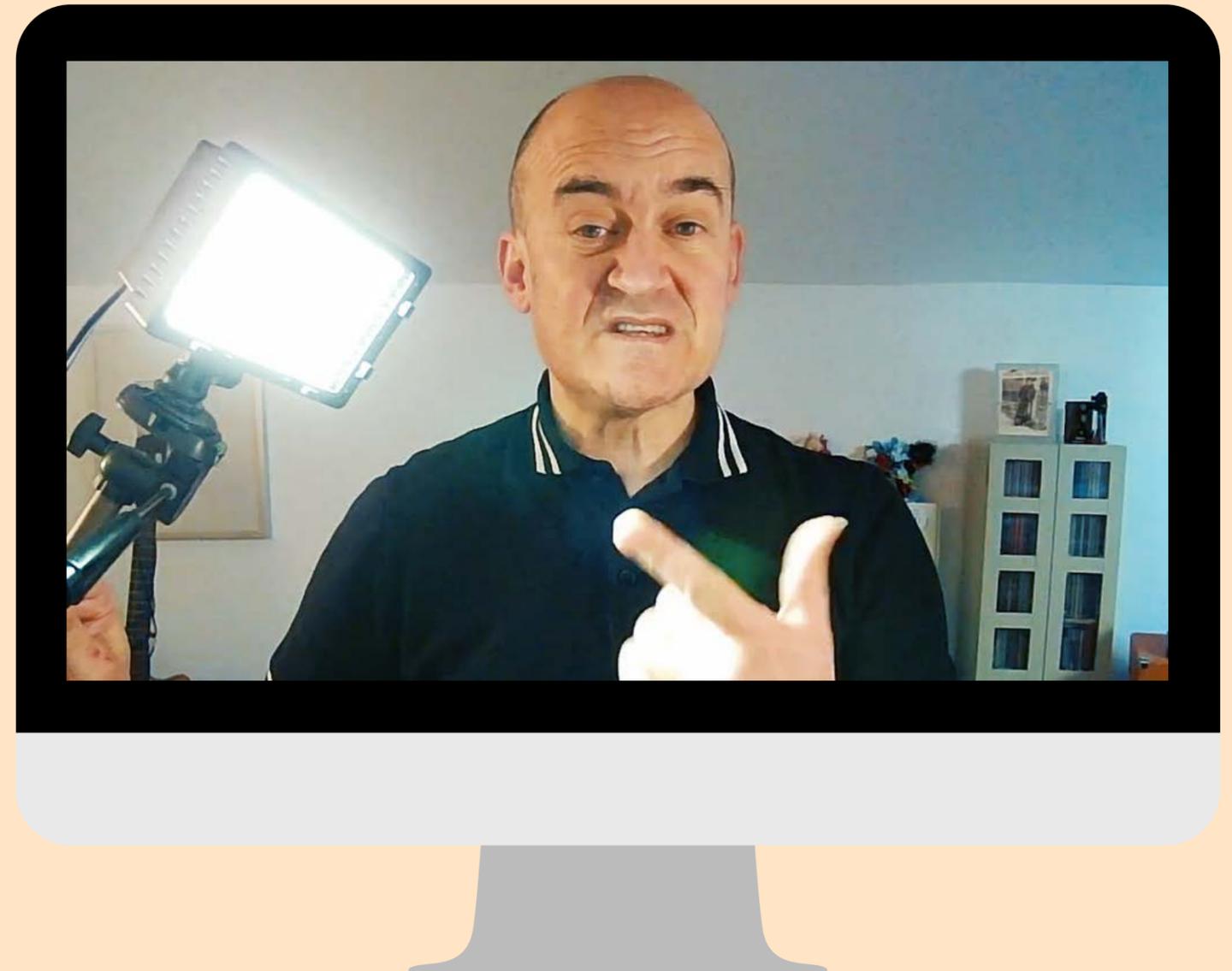
You can use books or tripods to bring the lens to eye-level.



# Lighting

## REMEMBER

- No back light from windows
- Natural light is best
- LED lighting is a great alternative to natural light
- Light from the side, 1:50 or 2:10



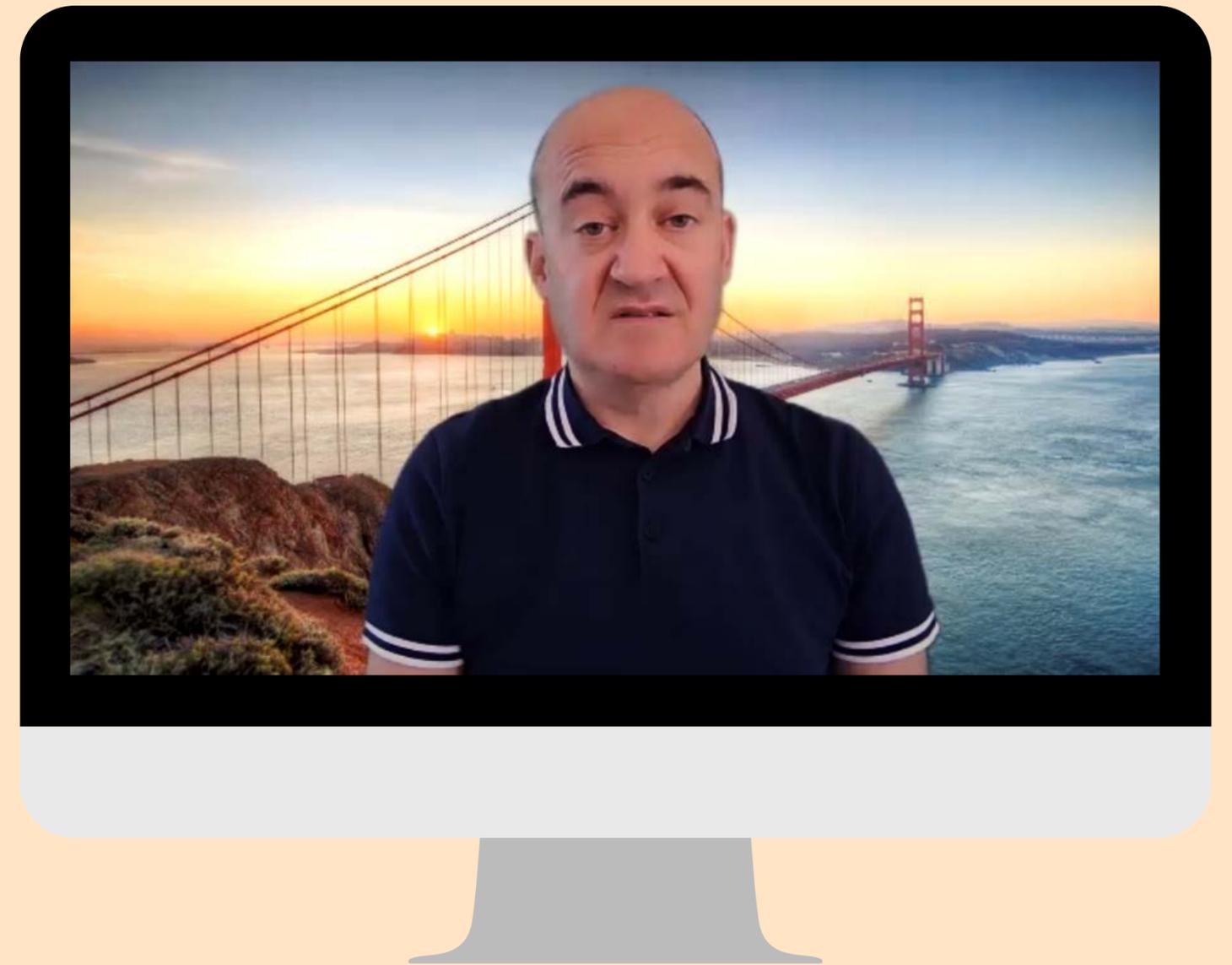
# Virtual backdrops

## ASK YOURSELF

- Why do I need it?
- Gainful or gimmicky?
- Am I adding anything to my story?

If so...

- Invest in a greenscreen
- Understand your software...
- Or delegate



# Audio



## REMEMBER

- Sound from your device can be poor quality, particularly under virtual meeting conditions, where the broadband quality may be variable
- Getting an external mic is a great investment
- There are many podcast mics on the market
- You can buy a good quality mic for under £50

# What to buy

## MICS

Mics can be powerful **and** inexpensive.  
Click on the pictures to the left to go to the products on Amazon or find these products at your ethical audio store

Good Value - Tonor PC Microphone  
Medium Price - Blue Microphone Snowball  
More expensive - Rode NT-USB Microphone  
Microphone & High-end Recorder - Zoom H4N



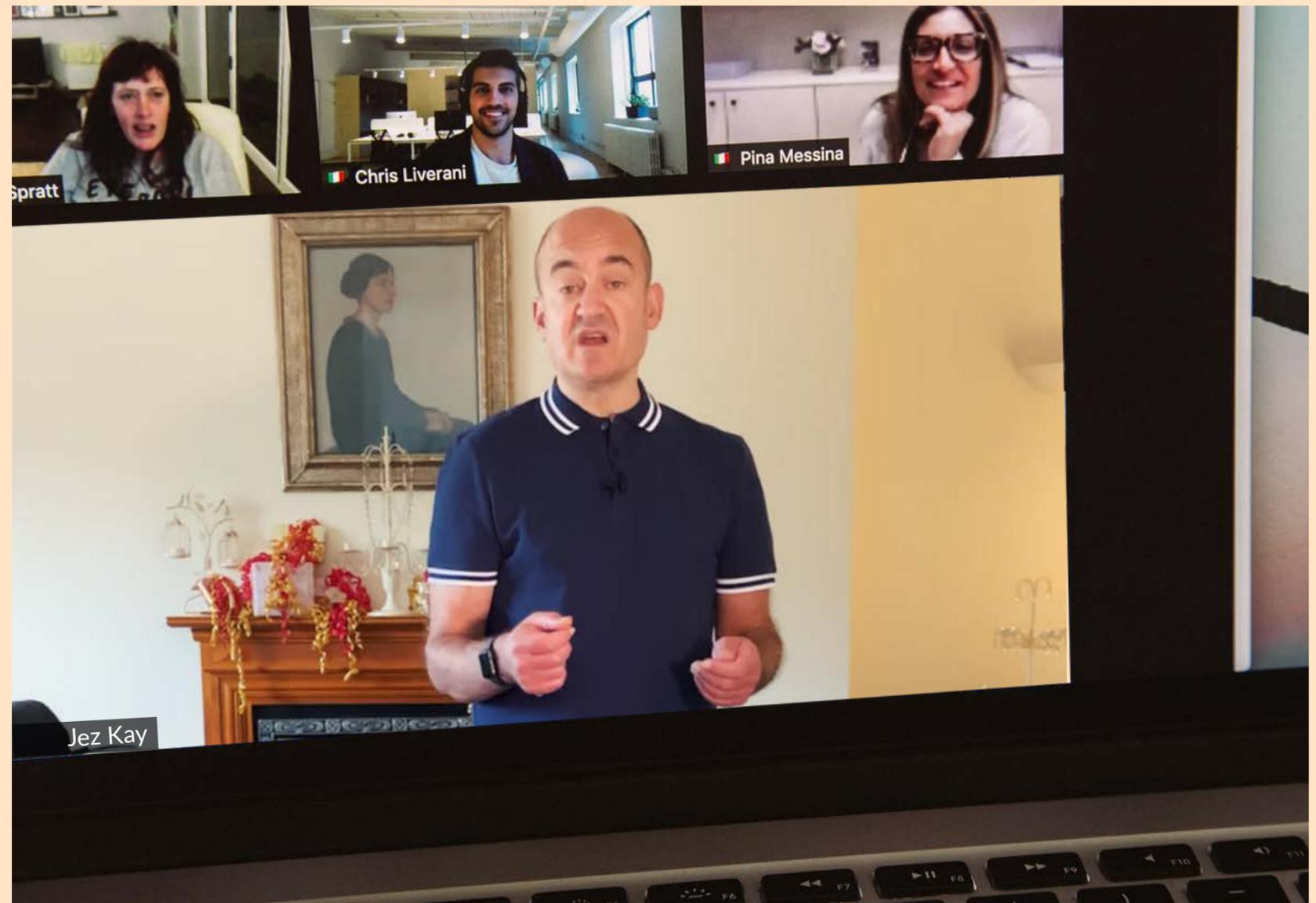
# Try this approach in virtual meetings!

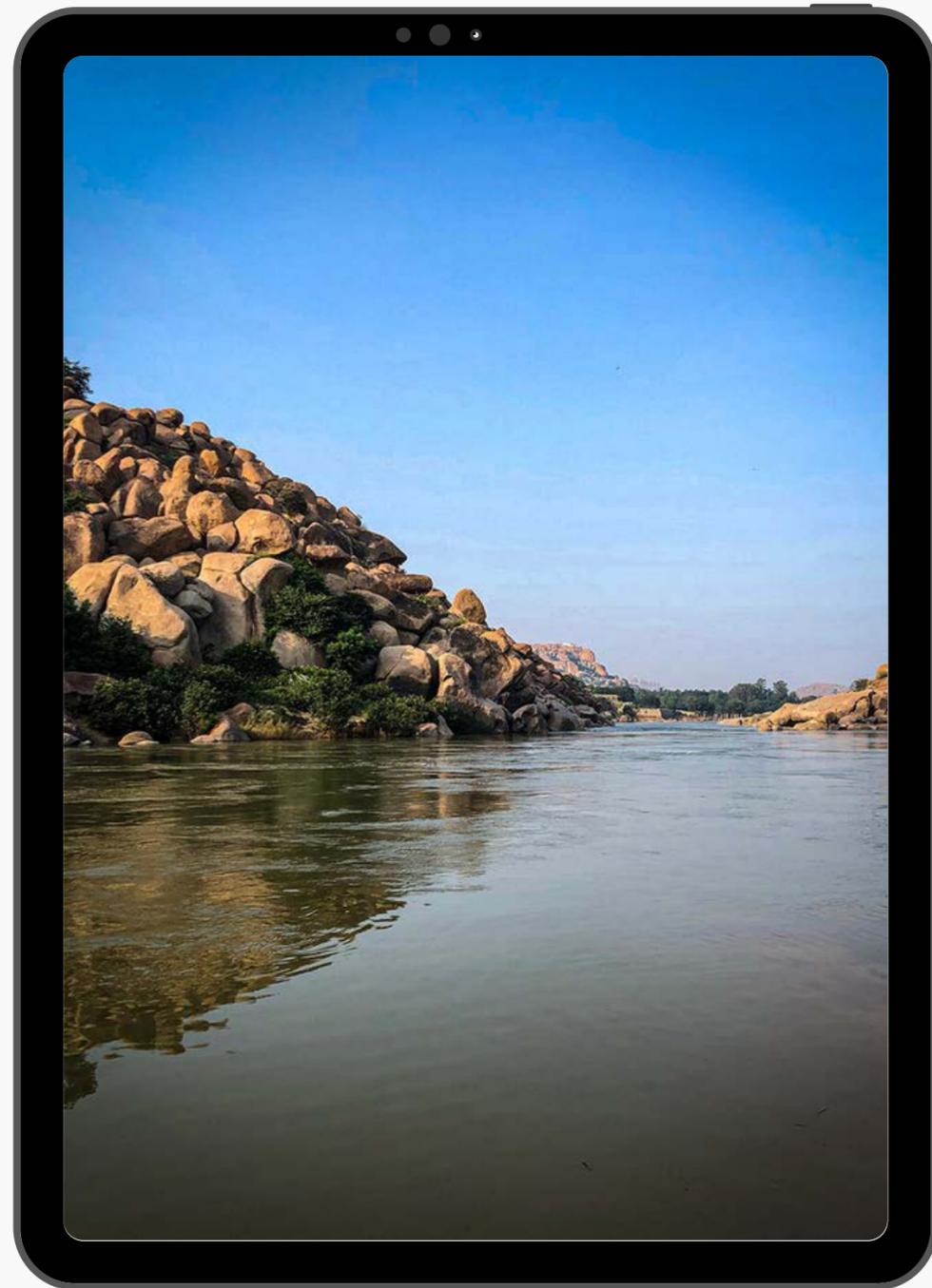
## WHY NOT STAND UP AND PRESENT?

If you're Zooming or Microsoft Teaming or WebEx-ing why not try adopting the same stance you would if you were addressing a conference or a team meeting in the foyer?

You'll need to sort out sound but that's easily achievable.

Use your phone and remote mics and you can stand up and present even from home!





# Get into The Flow

## THERE'S A MOMENT...

If you know your speech's content and you've become acclimatised to where you are and how you're feeling and doing, you'll most likely experience a sensation of complete calm and control.

Some call it The Flow. It's a really satisfying experience. It makes you feel that all that preparation and effort has been worth it.

Always be mindful of your surroundings and in particular your audience, whilst you experience it. The tendency is to bask in it and that occasionally leads to lapses in focus or "ego-tripping".

MY TRUE TALENT

**GRACIAS**  
**THANK YOU**  
**ARIGATO**  
**SHUKURIA**  
**BOLZİN**  
**MERCI**  
**MEHRBANI**  
**MAZIE**  
**GRAZIE**  
**JUSPAXAR**  
**GOZAIMASHITA**  
**EFCHARISTO**  
**MAAKE**  
**KOMAPSUMNIDA**  
**YAQHANYELAY**  
**TASHAKKUR ATU**  
**SUKSAMA**  
**EKKHMET**  
**TINGKI**  
**BIYAN**  
**SHUKRIA**  
**DANKSCHEEN**