



## Speaker Tips for a Great Presentation

Be sure to review these tips to optimize your presentation during the upcoming AHA scientific event!

### Preparing for Your Recording

- Check your Audio
  - Good audio is one of the most important parts of your recording.
  - Make sure to quiet any ambient noise (i.e. AC unit fans, barking dogs, TV audio from another room)
  - Find a quiet, well-lit location to set the stage for a good quality recording.
  - Choose a small carpeted room to film to help avoid echoing.
  - Use your computer's audio jack and connect earbuds (something like the classic Apple earbuds) to optimize the audio and reduce feedback and background noise.
- Internet Connection
  - A hardwired connection is preferred, if available.
  - Your Wi-Fi connection will also work if you are unable to access a hardwired connection.
- Zoom
  - Download the Zoom application for meetings prior to your scheduled recording appointment. It can be downloaded here <https://zoom.us/download>
- Look Your Best
  - Set your recording location up facing the strongest source of light (i.e. your desk lamp) and place your recording device directly opposite from you. Natural lighting from a window, coming from the front or to the side of you is also a good option.
  - Position your camera so you are looking directly into the camera. See image below.
    - Position your device so that the camera is slightly above you with the plane of the camera lens approximately parallel to the plane of your face (i.e., the camera isn't tilted and looking up your nose or down from above.) You may need to raise your laptop off the surface with something stable like a stack of books.
    - You should be about 2 feet away from the camera lens.
  - Check your background
    - Make sure nothing in the background is subject to copyright or trademark requirements (i.e. artwork)
    - Keep your background plain and simple. We recommend blank walls or something else with little distractions.
    - Stay away from large windows with blinds as your background.
  - Wear something comfortable but keep with business attire for your video recording.
  - Do not wear black, very bright colors or patterns, and no logos.

Questions? Contact [virtualevents@heart.org](mailto:virtualevents@heart.org) for questions regarding your presentation.



- Presentation Reminders
  - IMPORTANT: Your disclosure slide must be your first slide.
  - Plan out what you are going to say and practice your script before recording. Be aware of vocal fillers (umm, ugh) as you practice.
  - Speak slowly, clearly and loudly. Project your voice and enunciate your words.
  - Please note: You will only get one opportunity to record your presentation. There will not be an opportunity to review your recording at the end of the session.

#### Sample Framing of 1-Subject Videos



*The most important thing to note is the relative placement of the eyes in the upper third of the frame and slightly left or right of center, facing the major source of light with shoulders and chest showing. Although there are objects in the background, none of them are not distracting and don't intersect the subject's head.*

#### Recording Day:

"Arrive" to the session at the pre-determined time so the online tech can run through the flow of presentations and everyone can get comfortable. Once you check in at the virtual Speaker Ready Room, and select your session, the Speaker Ready Room attendant will place you into the breakout room where you will be greeted by a Recording Technician. The Technician will verify audio and content signal connections for all presenters. Running through the below steps.

1. Open and start presentation
2. Close unnecessary applications
3. Unmute mic
4. Share screen: presentation app (not the computer screen)
5. Perform tech check

Please be patient with the Speaker Ready Technician. They may be working with other presenters. You will be able to hear the conversation but may not be able to speak until the technician enables access to your microphone.

#### Recording Instructions:

Once connections are set, the Technician will instruct you when to begin presentation(s). When the session is over, select "Leave Mtg" to conclude your sessions. The Technician will take care of the recorded content from there. Please note that after your talk has been collected, unfortunately there is not the ability for a "do over", just like at the live meeting.

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