

CONNECTIVITY

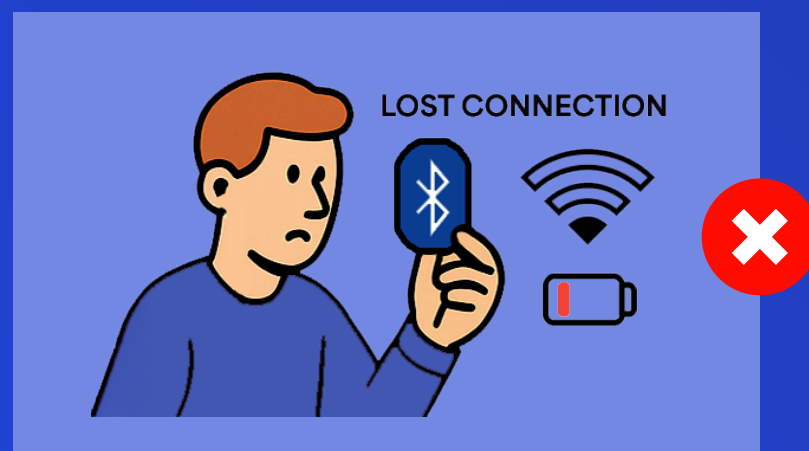
PREFER WIRED  
INTERNET CONNECTION  
AND WIRED HEADSET



TURN OFF VPN AND PAUSE  
STREAMING / CLOUD-SYNC  
TOOLS THAT MAY SLOW  
DOWN THE CONNECTION



AVOID BLUETOOTH  
AND WIFI IF POSSIBLE



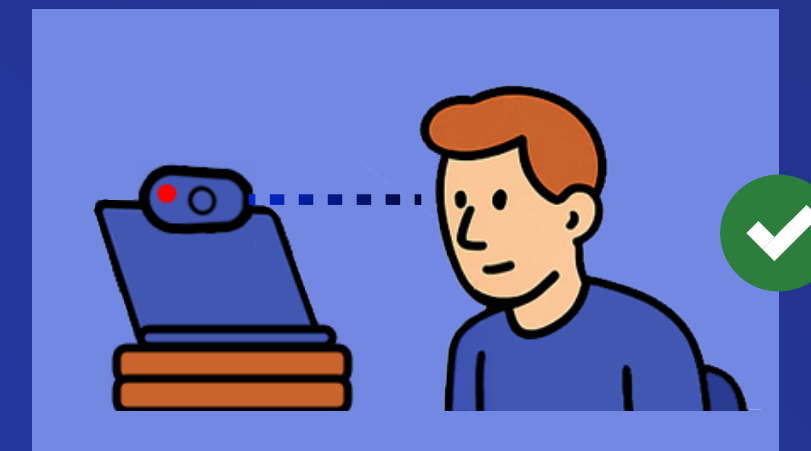
SPEAKER READINESS CARD

APPEARANCE

IDEALLY HAVE LIGHTS  
ILLUMINATING YOU DIRECTLY  
OR AT A 45° ANGLE



POSITION YOUR CAMERA AT  
EYE LEVEL TO MIMIC  
IN-PERSON EYE CONTACT



AVOID A BRIGHT LIGHT  
SOURCE BEHIND YOU



AVOID BUSY PATTERNS  
IN CLOTHING AND  
BACKGROUND



EQUIPMENT

MAKE SURE ALL SYSTEM  
UPDATES ARE INSTALLED  
PRIOR TO THE WEBINAR



TURN OFF OR MUTE  
YOUR PHONE



CLOSE APPLICATIONS  
NOT NEEDED FOR  
THE WEBINAR

