

Online lecturing

- ✓ Simple tips that make all the difference

Up and running

Make sure you have Zoom* and PowerPoint installed, and your broadband is fast**



Have presentation and video conferencing software installed



Check you have good broadband and wifi connections



Check your computer has a working camera & microphone

Getting Zoom* ready

Existing PowerPoint presentations can be shown in Zoom by pressing the 'Share content' button**



Viewers will also see your face in a small moveable video box



Presenter view can be enabled if you just 'share portion of screen'



Connect TV via HDMI cable to computer = second screen possibility

Stay connected

Maximise the quality of your presentation by reducing demand on your broadband



Turn off or disconnect smart devices and computers



Close applications not needed for the presentation



Ask others in your house to do the same

Make it snappy

Having other applications and devices in use on your computer can drain power from the camera



Close other applications on your computer



Don't overload your USB ports



Clean your camera lens

Getting it right on copyright

**The same considerations apply online
as for an 'in person' lecture**

- ✓ Get permission material and include citations
- ✗ Don't use images, videos, audio or material you're not sure about
- ✓ [Read The Arts Society's Copyright Guidance](#)

The gift of sound + vision

Audiences will be closer to your images. A good connection is needed to stream video smoothly



Avoid white backgrounds on PowerPoints



Don't overload a screen with multiple images; use close ups



Zoom's 'annotate' feature has a virtual laser pointer

Sounds good

Using the right microphone can make you sound like a million dollars



Move phones away from microphones



Consider using a noise-cancelling headset microphone



Built in microphones pick up tapping, typing and clicking

Quiet please

Eliminate unwanted background noises



Close doors and windows



Mute phones, turn off washing machines, radios, tvs etc.



If possible move away from children and pets

Keeping focus

Frame yourself in the camera to be seen clearly in full screen and when windowed



Position yourself clearly in the camera frame




Busy backgrounds are distracting, keep it plain





Virtual backgrounds work best with a green screen

Painting you in a good light

Flattering lighting builds trust, confidence and engagement

 Face a light source rather than having it behind you

 Don't sit in front of windows

 You'll need more than just your laptop and room light

Dressing for the occasion

The only thing that's changed is the venue,
wear your usual lecturing attire



Stand out from the background



Block colours work better on camera than patterns



Avoid wearing green

Virtual venues

Thinking of virtual spaces as venues may help, many considerations & arrangements will be the same



Sound and visual checks before the audience arrives



Introduction, Q&A and vote of thanks from the committee



An engaged audience of members

The show must go on

If lectures are theatre, Zoom* is television



Talk to the camera, it is your audience



The usual audience reactions will be missing



Lecturing while sitting has a different energy

Make virtual eye contact

Viewpoint perspective looks better when the camera is almost level with your eye line



Look at the camera as much as you can






Eye contact helps viewers feel engaged



Raise your computer if necessary

Engaging with the audience

**Interacting with an audience is still possible,
it's just done differently**

-  Typed 'Chat' features are fun but can distract during a presentation
-  A Q&A session offers an opportunity for socialising
-  If appropriate, elements like quizzes can be incorporated

Are you sitting comfortably?

With set-up, online lectures last for well over an hour. Check you have all you need



Sit or stand comfortably, try not to move about too much



Have water within easy reach



Position notes so they're easy to reference

Checking it twice

Make sure you have Zoom* and PowerPoint installed, and your broadband is up and running**



Have presentation and video conferencing software installed






Check you have good broadband and wifi connections



Run checks before each lecture

What's next?

We will carry out skills checks to ensure familiarity and confidence with online lecturing

-  Complete the 'Are you ready?' self assessment form
-  Submit a 2 minute rehearsal video file
-  Submit online lecture information for your Directory page