

# GoRemote

## Tips to get the best setup if you are presenting at virtual and hybrid events.

A robust and well-designed technical setup is vital when you present at virtual events. Undertaking a few simple steps can result in big improvements to how you look and sound.

In this short guide we will give some useful tips on choosing your location, how to check your internet network, and ways to improve your video and sound setup.



**GoRemote**

[www.goremote.team](http://www.goremote.team)

# 1. Your location and network

The first thing to consider is where you will present from. Whether it's your home or office, the choice will influence network connectivity as well as the quality of your sound and video. Good internet is vital, but also an appropriate space where you won't be disturbed. We would advise:



## Test and optimise your internet connection.

A great tool to test network is [www.speedtest.net](http://www.speedtest.net). You want at least 2-3mbps up/down. A wired connection, or moving closer to the router will improve reliability and speed.

## Choose a quiet space with a good background.

Your background reflects how you come across. It should be quiet, clean and uncluttered. Using symmetry, and arranging items improves framing and creates a nicer 'scene'.

## Close your background applications.

Computer programmes can reduce your internet bandwidth, and take up resources. Close unused apps to ensure your computer runs faster, and is less likely to crash or freeze.

# 2. Look your best

Now you are in an appropriate space, we want to ensure you look your best. A quality webcam is a good option, but lighting and framing are the most important factors to improve video quality. We want a flattering frame, with a clean background and a balanced light source in front of you.



## Sit in a well lit space with the light in front of you.

Cameras work better with more light. A light source should be in front of you and avoid windows behind. Investing in a 'ring light' is the best way to improve your lighting and how you look.

## Raise your webcam to eye-level for a better shot.

Your webcam should be at eye-level to give a more flattering shot. Simply place a books under your computer to do this. Avoid sitting too close, or far away from the lens.

## Present to the camera, not the screen.

Look at the camera and not the screen when you talk, as it feels like you're talking to the audience. If you need notes, place these top centre on your screen, close to the camera.

## 3. Get crystal clear sound

Although last on our list, sound is one of the most important things to consider when recording presentations for a virtual event. The occasional video issue won't cause major issues, but poor quality sound has a major impact on how your audience experiences the session.



### Use a headset, or audio device with a microphone.

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It will greatly improve the overall sound quality for you and the audience. If you don't want to use headsets, EarPods or headphones with a mic can work very well so bring these to your session.

### Ensure you won't be disrupted or disturbed.

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Make sure there is no external noise to interrupt your session. You should close doors and windows to avoid potential disruption from outside. Also close any applications and turn off notifications.

### Use smart A.I. to remove background noise.

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If you can't avoid noise, Krisp.ai can help remove anything from traffic noise to barking dogs. With 120 mins free per week, we highly recommend it. For more info, and to download visit: [www.krisp.ai](http://www.krisp.ai)

If you have any questions, or need any more advice on your technical setup please don't hesitate to contact us at:

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