



The Standards People

ETSI Virtual Events

Speaker Guide for Pre-recording Presentations

Thank you for having agreed to speak at our event!

Here are some guidelines as to how to be well prepared:



- ✔ Please use the ETSI presentation template and rehearse your presentation, reviewing your slides and your video before recording **to strictly respect the allocated recording time of 15 min maximum.**
- ✔ We recommend 10 slides for a 15 min recording time.
- ✔ Keep the content of your slides as light as possible to keep it visually appealing to the audience
 - ✔ Your **slides** should be **easy to read**, not include too many detailed graphics and formulas. We advise to convert your graphics or formulas into images to avoid distortions.
- ✔ Ensure that you do your recording in a quiet environment where you will not be disturbed.
- ✔ Room set up: **Clear and clean background, ensure good lighting**, avoid desk or chair noises during the recording
- ✔ Activate your **camera (video)** for your recording to keep the audience engaged. **Your camera** should be at eye level.
- ✔ **Audio:** Carry out a audio/sound **check** to avoid poor audio affects (no echo etc.).

Technical

- ✔ Use **stable WIFI internet** connection or a **wired internet connection**.
- ✔ Avoid having other devices connected to your internet connection/WIFI as this may interfere with your internet connection.
- ✔ **Close VPN connections** and **all other programs** on your laptop to avoid interferences with your recording.

Should you have any questions, please contact events@etsi.org

Thank you for your cooperation!