



# ETSI IoT Week 2021

## Speaker Guide for recording presentations

# Technical Aspects

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## Recording with zoom

- ✔ A member of the ETSI Events Team will schedule a date for a recording session with you ;
- ✔ You will then receive a zoom meeting invitation;
- ✔ Please check our [‘Zoom Set up Guide for the ETSI IoT Week 2021’](#).
- ✔ Download and install the [basic free zoom](#) account (version **5.5.4.**) ahead of time.

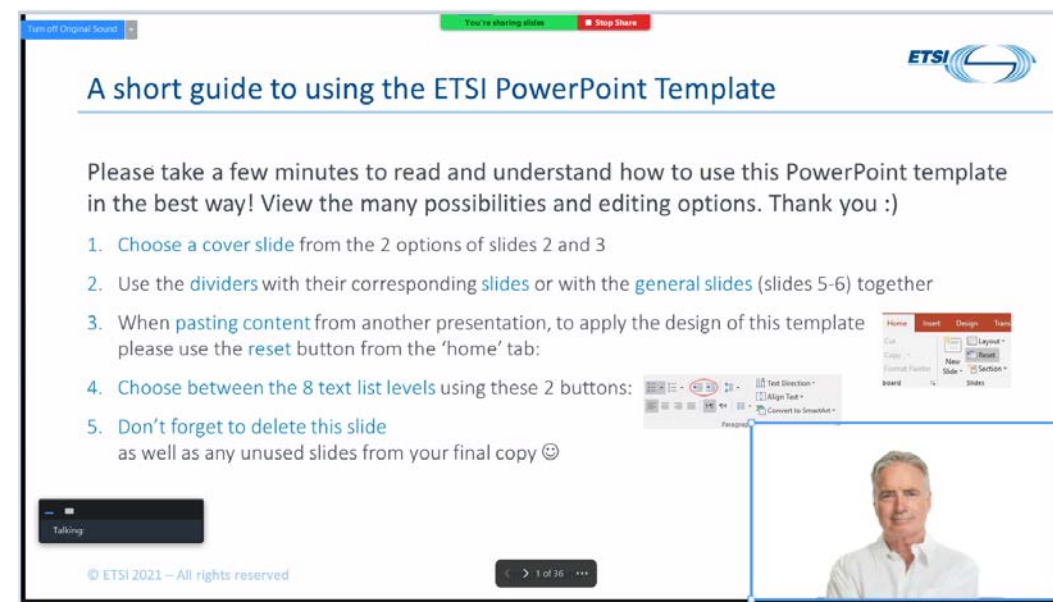
## Internet Connection

- ✔ Use a **good 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.

# Preparing your content (1/2)

- ✓ You may use your corporate template
- ✓ **Please adjust your text to** allow your video insert at the bottom right corner on **every single slide**  
Your video will be inserted in the space during your zoom recording.

See mock-up:



## Preparing your content (2/2)

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- ✔ Your speaking time is 15 mins (17 mins maximum), we recommend not to exceed 15 slides;
- ✔ Sales and marketing presentations are not appropriate for this event;
- ✔ Keep the slides as simple and clear as possible, avoid too much text to keep it visually acceptable for the audience ;
- ✔ Avoid font size smaller than 14;
- ✔ Make sure you have permission to use any images you plan to use. Graphics should be easy to read;
  - ✔ Should you have to insert detailed graphics and formulas, we advise to convert them into images to avoid distortions.
- ✔ Avoid playing videos within the PowerPoint;
- ✔ **Test your slides as a virtual background integration** with video using Zoom (refer to [‘Zoom Set up Guide for the ETSI IoT Week 2021’](#)).

# How to prepare yourself for the recording

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- ✔ Be prepared, rehearse your presentation, using your slides and your video before recording **to strictly respect the allocated recording time of 15-17 mins maximum**;
- ✔ **Audio**: carry out an audio/sound **check** to avoid poor audio affects (no echo etc.);
- ✔ Mute your phone, close your apps in order not to have notifications;
- ✔ Ensure that you do your recording in a **quiet environment** where you will not be disturbed; Avoid desk, keyboard or chair noises during the recording ;
- ✔ Activate and watch your **camera** during your recording to keep the audience engaged. The camera should be at eye level;
- ✔ Room set up: **clear and clean background**;
- ✔ Check the **lighting**: this is important to make sure your appear correctly (no backlight);
- ✔ Please **avoid wearing a white top** as otherwise it will appear like a ‘floating head’. We recommend to wear a top which colour contrasts with your slide background colour.