



# SPE VIRTUAL VIDEO SPEAKER DO'S & DON'TS

Updated 30 September 2020

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Society of Petroleum Engineers



<b>DO</b>	<b>DON'T</b>
Make sure your eyes are in line with your webcam.	Ignore what you look like on screen – you are always best positioned to ensure your visual presence is spot on.
Wear a headset or earbuds to make sure your sound is clear and crisp.	Forget to test your sound ahead of the virtual session.
Mute yourself when you're not speaking and unmute when you want to share a comment – <i>virtual speaker etiquette</i> .	Leave yourself unmuted and talk over fellow speakers.
Test your webcam and your connection ahead of time.	Jump into the online conversation without testing your video and connection beforehand.
Position yourself comfortably in front of your webcam.	Slouch and get restless or continually change your stance to the webcam.
Make sure you put your phone on silent.	Leave your phone on max volume and ignore the many times it chimes away.
Make sure you have your notes in front of you and at the ready.	Rustle your papers whilst live or frantically start looking for the document on your computer.
Keep an eye on the chat function to communicate with the production team.	Panic if the video or sound pauses. Sometimes it may not always be your connection.
Remember to switch off your camera when you're finished and close the session.	Leave your webcam on and remain in the virtual platform post virtual session.

If recording a speech or comments, do your best to memorize parts of it or break it down into smaller lumps.

Simply look at your paper and read off it. It will look distance and you'll quickly lose viewer interest.