lunchpool

Best Practices for Speakers

Make sure you are prepared for the virtual experience

- This is unlike zoom or microsoft teams as there is no software download required.
- The event will happen in-browser similar to google hangouts/meet.
- Make sure your equipment is set up properly and ready to go well before the day of event
    - Check your internet connection.
    - Dress professionally.
    - Test your video and audio, make sure you look and sound good.
    - How to test your video, audio and internet connection: https://www.letslunchpool.com/go/techcheck
- Make sure you know how to share your screen if you are giving a slideshow presentation or something similar.
- How to share your screen: https://www.letslunchpool.com/go/screenshare
- Clean your desktop and close all unnecessary tabs. It's helpful to restart the computer right before the event.
- Be ready on time.

Participate and be engaged

- Make sure everyone can hear you, get closer to your microphone if need be.
- Stay on topic.
- Mute your microphone if you aren't the one speaking.
- Enabling Q&A or polling could make your meeting more engaging.
- Ask for feedback and engage with the audience

Get rid of distractions

- Make sure your background is clean and neutral.
- Keep your camera on a steady surface.
- Make sure you are in a quiet area.
- If you need to take care of some business (ex. Someone needs your attention, ect.) turn off your camera and mute your microphone until you return.

How to Look and Sound Great on Lunchpool

Eye Level
- Make sure you are eye level with your webcam. If your webcam is too low, it could look unflattering. Try placing your computer on a stack of books to keep your webcam eye level.

Eye Line
- Make sure you look directly into your webcam. This keeps your listeners more engaged with what you are saying.

Good Audio
- It is most important that you sound good. Don't use your computer's internal microphone. Purchasing a plug-in microphone would make your audio quality sound a lot better. You can purchase headphones that have microphones attached, or desktop microphones that you can plug into your computer.
- Headphones with microphones: https://www.cnet.com/news/best-wireless-earbuds-and-bluetooth-headphones-for-making-calls/

-Plug-in microphones:
https://www.amazon.com/Best-Sellers-Computers-Accessories-Computer-Microphones/zgbs/pc/3015406011

Lighting
- Make sure you have good lighting. You don't want to look too dark or too overexposed.
- It would be a good idea to place a lamp or two in front of you to give you a warm light. The light coming from the monitor will give off a blue light that might make you look too pale.
- Make sure you don't have a window behind you. A window could let in too much light and make you look like a silhouette. It would be better to have a window in front of you. The light from the window will help light you on camera.

- Aside from the window, make sure there are no additional light sources in your background. You want the light to put a focus on you and not the background.
- You could also purchase an LED ring light if you wanted a more professional piece of equipment to light you.
- LED Ring Light: https://www.amazon.com/Streaming-Dimmable-Photography-Shooting-Brightness/dp/B07Q3471S2/ref=sr_1_5?dchild=1&keywords=LED+ring+light&qid=1588016267&sr=8-5

Background

-Make sure your background is clean.

-You don't want your background to be distracting. Make sure you have a neutral background, like a personal office, living room, or bedroom.

-You background doesn't have to be a blank wall, you can add some depth.

-Make sure your background is quiet. Make sure there is no white noise, like an air conditioner or fan.

-Make sure you are more lit than your background, you want to stand out from your background.

Camera

-Most built in webcams on computers or phones are fine for Lunchpool. If you wanted to, you could purchase a better looking webcam or use a professional camera.

-If you own a professional camera, you could plug it into your computer with an HDMI to USB adapter to make your picture quality look much better than a webcam.

-You could even purchase a webcam you can plug into your computer that shoots better quality footage. Here is an example: https://www.amazon.com/Logitech-C920S-Pro-HD-Webcam/dp/B07K986YLL?tag=cnet-buy-button-20&ascsubtag=ag%3A65e9eb6c-b0eb-4e1a-a37f-8292814e7701%7Cvg%3A1670c5a0-88bc-11ea-ad8a-47d841511144%7Cst%3Adtp