

# Speaker kit

Essential tips  
you should know



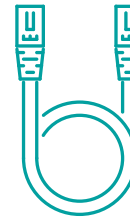
StreamYard

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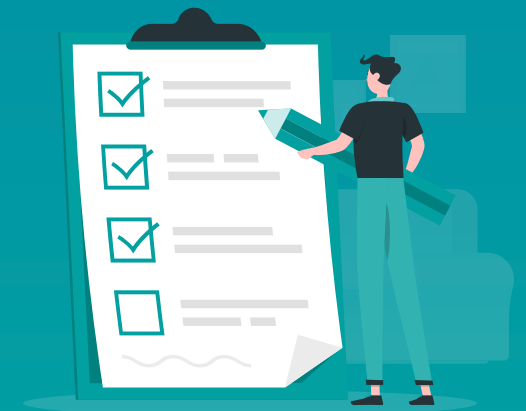
**CHROME** is necessary to browse StreamYard. Please make sure you have the latest version. Other browsers, like Safari, do not support StreamYard. No download is required.

Streaming requires a lot of data. We recommend that you use a **WIRED CONNECTION** (ethernet). WiFi will work, but not as well.

A **SECOND DISPLAY** connected to your computer is highly recommended. As a speaker, your screen(s) can get busy.

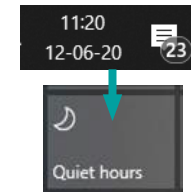


## Step 1a Getting started.



## YOU ARE ALMOST READY TO ENTER...

- Don't forget to **deactivate notification** (Quiet hours) on your laptop. Look at the bottom right of your screen.
- Log-in **early**.
- If you are doing the webinar from a home office, ensure that your children, pets, neighbors, won't interfere or make any noise during the live webinar. Alternatively, if you are doing the webinar from a work office, find a **quiet room** where you won't be disturbed.
- **Close all your windows**, browsers and tabs, leaving only the webinar browser tab open. Turn off your cell phone, email and instant messaging apps on your computer to eliminate potential disruptions.
- Have a **glass of water** or other beverage close to you without ice. You may need a quick sip and the microphone will pick up the clinking of the ice.
- Select a nice solid **colored shirt** to wear the day of the webinar, preferably not black.



## Step 1b Getting started.

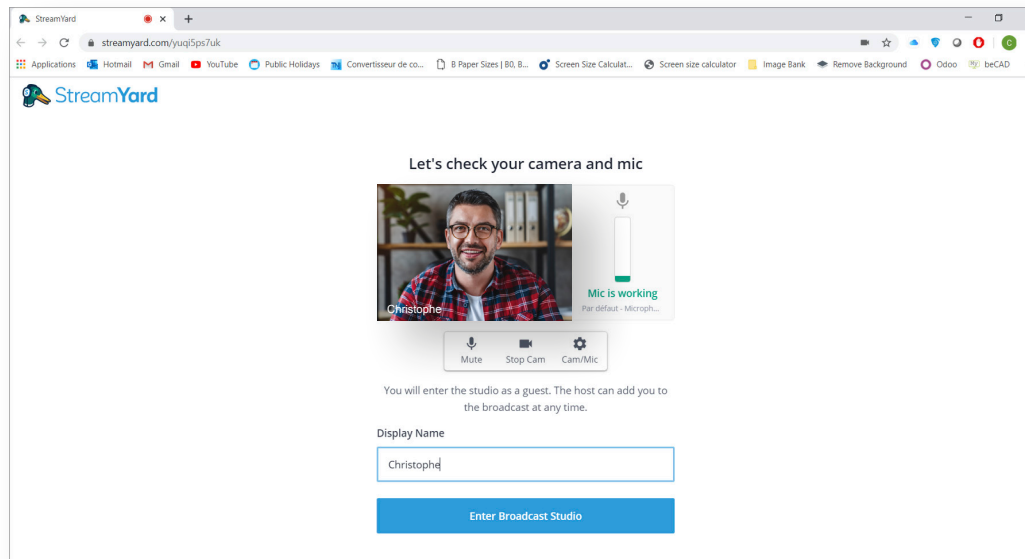
## JOIN THE EVENT.

The host should provide you with a **link** before the show. Open the link with Chrome and you'll be taken to their broadcast studio.

Enter your **full name** on the login screen.

Be careful, all attendees will be able to see it.

## Step 2 How to connect?



## TURN YOUR CAMERA ON. CHECK YOUR BACKGROUND AND POSITION.

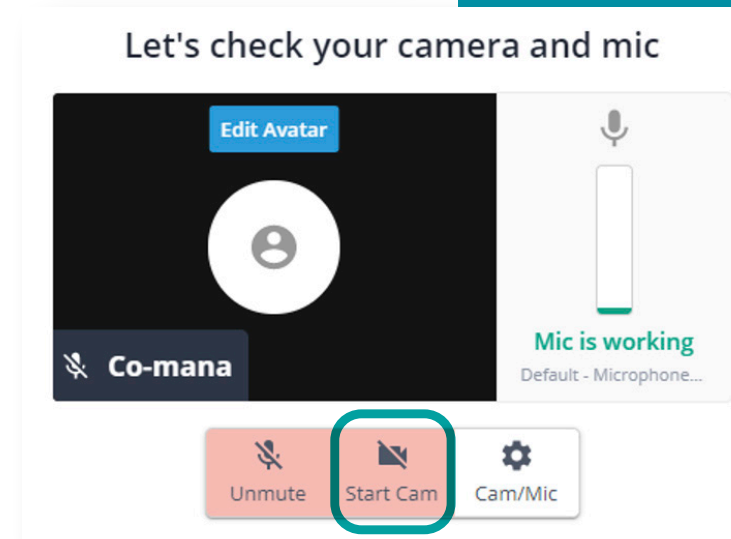
Ensure that whatever is shown behind you on the webcam screen is **neat and tidy**.

Ensure there is **enough light** behind and in front of you. This makes everyone look better on webcam.

If you are using a portable webcam, make sure you have the **best angle** on the camera, so it's not too low or too high, not too close or too far away.



## Step 3a Check your camera.



## HAVING A GREEN BACKGROUND?

You can replace it with a **virtual background**.

In your StreamYard studio, click the "Cam/Mic" settings button and open the "Green screen" tab.

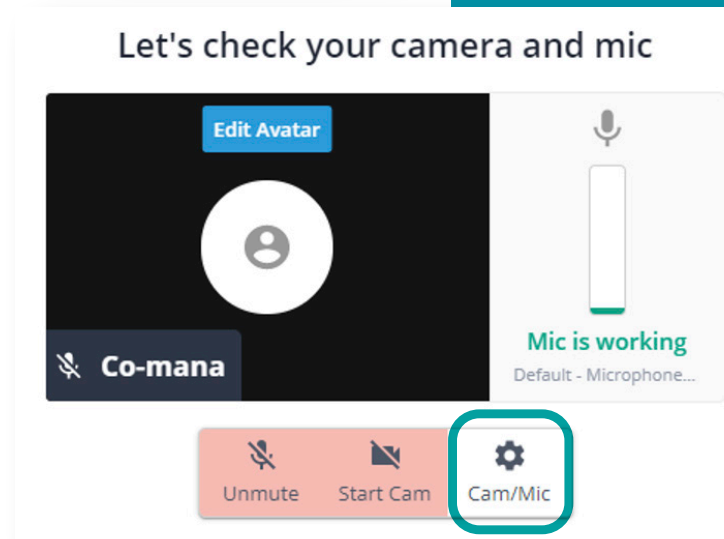
Lighting is essential. Make sure your green screen is uniformly lit. You want it to be a similar shade of green in all places.

Don't wear clothes that are the same color as your backdrop. The more contrast the better.

The green screen feature uses your graphics processor. It can run on almost all devices, but it works best on powerful devices.



## Step 3b Check your camera.



## CHECK YOUR MICROPHONE IS WORKING PROPERLY.

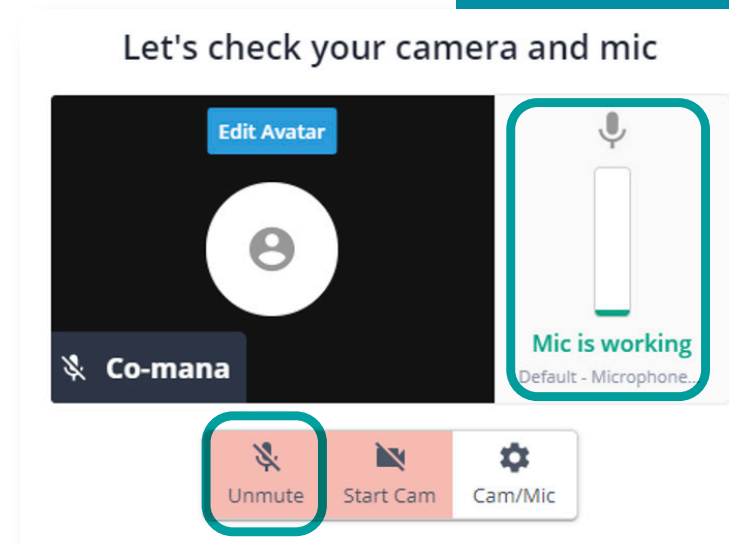
There's nothing more distracting during a webinar than poor audio quality, so make sure you have a great microphone that allows your attendees to hear you clearly.

You may see a few security confirmation boxes when setting up your microphone, allow them.

Once done, unmute to check if the activity meter moves around.

**We recommend wearing earbuds or headphones** to improve audio quality for the attendees and prevent audio echoes.

## Step 4 Check your **mic**.

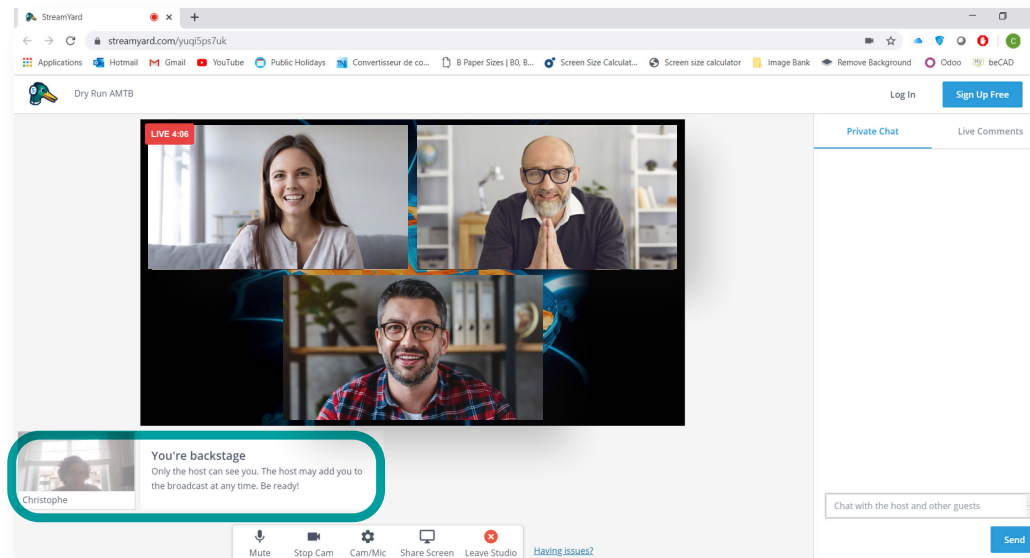


## ENTER THE BROADCAST STUDIO.

After clicking «Enter the broadcast studio», you will land in the backstage of the platform.

The administrator will let you in shortly.

## Step 5 Enter the studio.





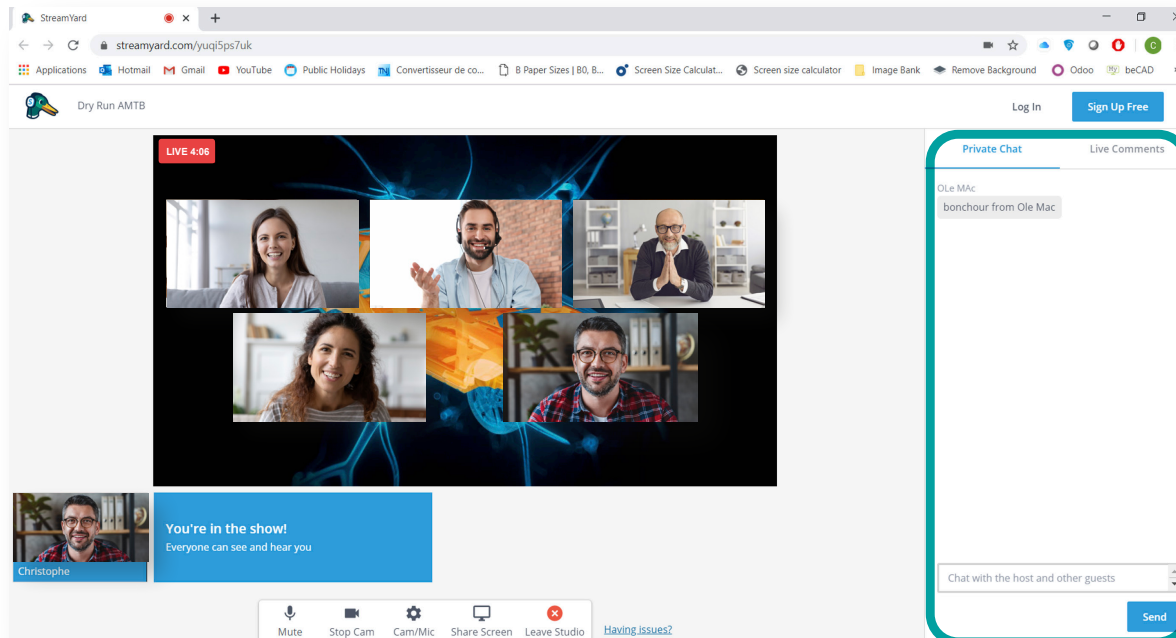
## DISCOVER THE SPEAKER ROOM.

A **private chat** located on the right side is used to communicate between speakers and administrators.

You can always keep an eye on your camera and screen sharing in the bottom left corner.

In the **"LIVE"** window, you will see what is currently broadcasted.

## Step 6 Make yourself at home.



## GET READY TO PRESENT.

**Seat in front of your camera**, not your second screen.

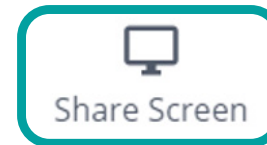
Your second display should be used for Powerpoint presentation.

Enable "**Diaporama mode**" in Powerpoint.

Click on "**Share screen**" in the bottom bar and select the presentation you want to share ("screen 2").

All **mic OFF** for all **during presentation** (except presenter).

All **mic ON** during **Q&A's** answering time.



## GET READY TO PRESENT.

Once the presentation is in full screen on your second display, get rid of the black monitoring screen on your main display by minimizing it. This setting is only available on Windows.

Stay with us in the speaker room.

## Step 7b Presenting.



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**Speak to real people, not to your machine.**

**Have a conversation.** Imagine you are speaking to one close friend or colleague instead of potentially hundreds of attendees. Use direct style rather than formal style.

**Get creative to hold their attention.** Just you talking won't be enough to keep them focused on you, no matter how interesting you are. Keep them engaged.

**Give value to your speech.** Leave your audience with some very practical takeaways that reward them for their time spent with you.

Source: <https://www.gingerleadershipcomms.com/article/the-art-of-the-webinar-how-to-speak-to-an-audience-that-you-can-t-see>

# Speaking tips.



Contact us at [moreinfo@co-mana.com](mailto:moreinfo@co-mana.com)  
if you want more information about our  
services.

