

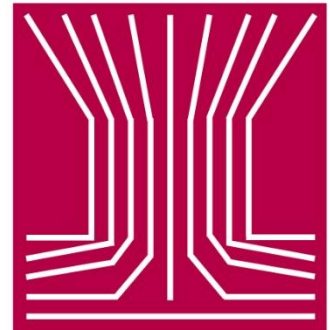
---

# AAAR 38th Virtual Annual Conference

---

Remote Tips and Tricks

October 5-9, 2020



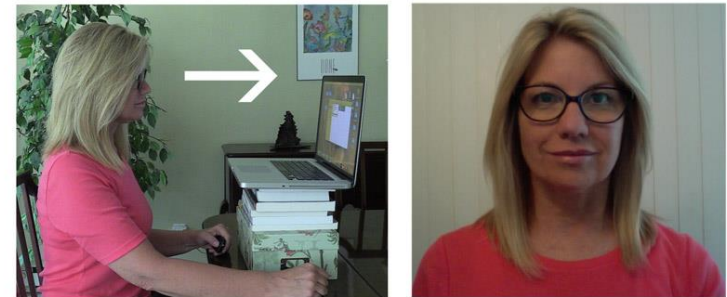
# Computer Settings Best Practices

- A built-in webcam works best (mobile phones & tablets are not recommended).
- Present in a place where you can get the strongest internet connection.
- If possible, connect directly to your router through an ethernet cable. This will give you the best possible quality and will protect against connection problems.
- Keep as few things running on your device as possible (close any applications).
- On your computer's settings, disable all pop-up notifications that could cause a distraction.
- Please have your computer plugged into to a power source during your presentation.



# Camera/Background Best Practices

- Set up your webcam at eye-height. Look at the camera while you are talking and not the screen.
- Make sure your face is centered and some of your shoulders are showing.
- Be mindful of the background. Bookcases, art or plain walls tend to look best as backgrounds. Avoid sitting in front of logos/branded items.
- If you plan to utilize printed notes, they should be placed as close to the computer camera as possible to ensure you can still maintain eye contact with attendees.



# Lighting Best Practices

- Make sure there is plenty of light in the room.
  - The image can appear grainy if there is not enough light in the room
- Do not put the light behind, above, or below you to avoid shadows in the face.
  - A light with a lampshade in front of you and behind your webcam\
  - Sit facing towards a light or window
- Avoid being in front of windows.



---

# Audio Best Practices

- Computer audio must be used. Presenters are not allowed to dial in with phones for audio.
- Avoid echo by having a wired internet connection
- Use the best quality mic you have
  - ❑ Earphones with the microphone attached tends to produce the clearest audio.
  - ❑ Recommend using a computer headset and not a webcam microphone
- Ensure you can not hear appliances/background noise; turn off anything that makes loud noises in the room
- Sneezes happen! if you are about to make some potentially disruptive noises, please mute yourself.



# Wardrobe Best Practices

- Do wear:
  - What you would wear to present at a face-to-face meeting
  - Neutral colors (grey, beige, blue, or brown is better than black)
  - Avoid wearing the same color as the background behind you
- Don't wear:
  - White shirts
  - Tight checks or busy patterns such as herringbone, pinstripes, etc.
  - Excessive or noisy jewelry



---

# “Day of” Reminders

- Make sure your pet is safe and happy in another room.
- Have a glass of water available.
- It’s important to begin and end on time; please keep a clock available nearby to help you stay on track.
- Please turn off all ringers (including landlines) and automatic pop-ups (emails, messages, etc.) to avoid distracting noises.
- In case of power outage, have your mobile phone ready to dial back in with headphones.



---

# PowerPoint Guidelines

- Please keep presentations at or less than the maximum number of slides allowed below:
  - 10 Minute Platform Presentation: 10 slides
- Please use bulleted points, brief phrases and not full sentences or paragraphs. A slide with limited words, generally no more than 50 words per slide.
- Use light colored backgrounds (i.e. white, light grey, light blue) and dark colored fonts (i.e. black, dark blue, dark red).
- When using charts and pictures; make sure they are legible to all attendees.
- Use a 16:9 Presentation format (widescreen).

