

# Speaker Best Practices

## Purpose

This document includes technical, set up, and preparatory pointers to ensure your speakers have the best experience during your event and their content is presented seamlessly to your audience.

## Technical Notes

### Browser + Device

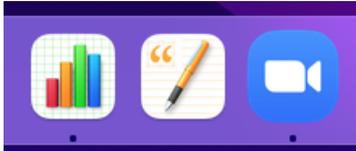
- Use Google Chrome (first recommendation) or Firefox on desktop for the best experience. See our full browser compatibility guide [here](#).  
[Download Chrome](#) | [Download Firefox](#)
- Ensure your browser and operating system are up to date.  
[Update Google Chrome](#) | [Update Firefox](#)
- Allow camera and microphone permissions within your chosen browser.  
[Permissions in Chrome](#) | [Permissions in Firefox](#)
- If you are a Mac user, ensure you've given your browser screen recording permission.  
Steps: Apple menu  > System Preferences, click Security & Privacy, then click Privacy > Screen recording > select Chrome/Firefox and restart the browser.
- Check your streaming compatibility with Hopin using our [pre-event check tool](#) in the **same environment** you will join the event from (device, internet, etc).
  - This will include a test of your internet connection, for which we recommend 30Mbps download and 30Mbps upload or higher. One of the best ways to ensure your connection will be stable is to use an ethernet cable.
  - If VPN, proxy, or firewall are noted in the pre-event check, turn them off temporarily. If you cannot turn them off, we recommend using a personal device, a hotspot, or whitelisting [this list](#) of sites.
- Ensure you are registered for the event (required to speak in sessions/expo and recommended to speak on stage), unless the organizer has specifically told you otherwise.

## Video Applications

Of extreme importance is closing out of video-based applications like Zoom, Teams, Google Meet, etc. Even if your meeting has ended, these applications may hold onto your camera/mic when you try to present in Streamyard and/or Sessions, so you will want to quit them ahead of joining.

For example, although I am not actively in a Zoom meeting, you can tell the application is still open on my computer in the below screenshots. To fully close out, right click on the icon and select "Quit."

*Active in dock at bottom of Mac interface*



*Active in upper bar of Mac interface*



## Set Up Notes

1. Adjust your camera to eye level
2. Wear solid colors, avoid busy patterns
3. Select a neutral background
4. Sit somewhere with front-facing light - ideally you will have a natural light source pointing at you, from behind your device, so you can be seen clearly. You want to avoid light sources (like windows) that are behind you to ensure you are not backlit/appear dark on video.
5. If you can, utilize multiple monitors

Be mindful of the sounds in your environment:

- Find as quiet of a space as possible
- Remove distractions
- Close unnecessary tabs and applications
- Mute notifications
- Use headphones unless you are very confident about the acoustics/reliability of the space you're in

## During Your Dry Run/Rehearsal

Rehearse all of the actions that you will take during the live event, like:

- Sharing a video
- Sharing a presentation
- Coming on and off of mute/camera
- Sending a private chat message

As a backup, send a copy of your presentation/video to the organizer. Be sure to have your file ready before you go on stage, and when presenting, ensure you are in presentation mode so the audience sees your slides full screen.

Google Slides: click this button (or the down arrow + “Presenter view” to also view your notes)

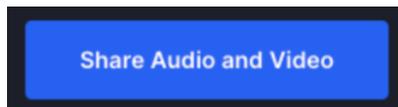


PowerPoint: review [this document](#)

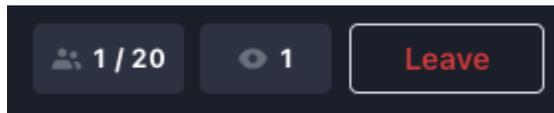
## Joining the Stream - Stage or Sessions

### Sessions

To come on screen for sessions, click “Share Audio and Video” (if a moderated session, this may say “Request to Share Audio and Video”)



To leave the screen, but continue listening in Sessions, click “Leave”



### Stage

In the Streamyard backstage, your event organizer or producer will add and remove you from the stream, though you are able to control your camera and mic using the camera/mic icons and share videos/presentations using the “Share” button. If you are registered for the event, the “Return” button will bring you out of the backstage and into the event.



While you are backstage, either close or mute the Hopin stage (attendee experience). There is a slight delay between what you say backstage and what attendees hear (~10-20 seconds), so closing and/or muting the Hopin stage will avoid any confusion and echoing.

## Additional Resources

Please feel free to review and share these speaker, session, and stage-related resources:

- [Best practices for speakers](#)
- [Speaker instructions](#)
- [Tips for moderating and speaking in sessions](#)
- [How to use the Streamyard backstage as a speaker](#)
- [Quick troubleshooting guide](#)
- [Troubleshooting directory](#)
- [Sessions FAQs](#)