



**ECLIPSE**  
**2020 CON**

# Speaker Guide

September 2020

# Presenting at EclipseCon 2020

# Overview

The EclipseCon team is here to support you and make your speaking experience as positive, stress-free, and technically smooth as possible. The information below is an overview; details are provided on later pages.

*This guide was updated on September 22 to add detail to this page (3), and to add the information on pages 5 - 6.*

*This guide was updated on September 29 to add information for Community Day organizers on pages 7 - 12.*

- The conference platform is Swapcard ([www.swapcard.com](http://www.swapcard.com)).
- Each talk is a Zoom Webinar that is live-streamed into the platform. As a speaker, your “view” is Zoom. You will not interact with the Swapcard platform *during* your presentation.
- Your talk should be *no longer than 25 minutes* to allow for a 5-minute Q&A session at the end of your presentation. This applies to both talks that are given live, and to talks that are pre-recorded.
- All talks will be recorded for later posting in the Swapcard platform and in the EclipseCon YouTube channel.
- During your talk, you will be supported by a Session Engineer and a Content Moderator who will be in the Zoom Webinar with you (with their audio and video off), and communicating with you via Zoom chat.
- Everything in this document is also available via the [Speaker Info page](#) on the EclipseCon website.
- For questions or help, email [speakers@eclipsecon.org](mailto:speakers@eclipsecon.org)

# Day-of-Event Instructions

# Accessing Your Session “Room”

- *IMPORTANT: Although EclipseCon attendees will view your session in the Swapcard platform, speakers should not have the Swapcard desktop app running during their presentations. Speakers should be in the Zoom call only.*
- Plan to log on 30 - 40 minutes before your session starts. Look for a calendar invite with a time and a Zoom link. This link will take you into the event Green Room.
- If you are not able to access the Green Room for some reason, send email ASAP to [speakers@eclipsecon.org](mailto:speakers@eclipsecon.org).
- The Green Room is shared among all speakers. Joining times are staggered, so be sure to join at the time of your invitation (not early, and not late) to keep things on track for all of us.
- In the Green Room, a conference team member will do a final check of your audio, video, and lighting, and give you the Zoom Webinar link for your presentation room. The Green Room is not visible to attendees, so you will be using your audio and video there.
- Leave the Green Room Zoom call and join the Zoom Webinar. You will be joining the Webinar as an Attendee (audio and video off). The Session Engineer will greet you via the Webinar text chat.
- If you are giving your talk live, the Session Engineer will upgrade you to the Panelist role in the Webinar at your start time. You'll need to turn on your video and unmute your sound. Then you can start your presentation, including sharing your screen as needed.
- If your talk is pre-recorded, you will stay in the role of Attendee (audio and video off) until the Q&A portion starts.  
(Continued on next page.)

# Accessing Your Session “Room,” continued

- *IMPORTANT: Keep an eye on the Zoom chat area throughout your presentation. This is the only way for the Engineer and Moderator to communicate with you!*
- Attendees will view your presentation using the Swapcard platform. While watching your presentations, attendees can ask questions via the Swapcard Live Discussion window. You will NOT see the questions, since you will be in the Zoom Webinar and not in the Swapcard platform. The questions will be gathered by your session Content Moderator.
- The Session Engineer will monitor for time, and will communicate to you via the Zoom Webinar chat to give you a countdown to the end of the presentation portion of your session and the beginning of the Q&A portion.
- Your Content Moderator will also be in the Webinar (with audio and video off). The Content Moderator will pass questions to you via the Zoom Webinar chat. *Please remember to first read the question aloud, and then answer it.*
- When you are done answering questions, or when the Session Engineer messages you that your time is up, wrap up your presentation. The Session Engineer will change your role from Panelist back to Attendee, and your video and audio will be turned off.
- Once your session wraps, you can leave the Zoom Webinar. You can then join the event in the Swapcard platform to view more sessions and further engage with the conference attendees.

# Community Day

# Community Day

- With the exception of the keynote talk, Community Day sessions are not live-streamed. They are set up in the Swapcard platform as Zoom Meetings or Zoom Webinars.
- Attendees will access the sessions within the Swapcard platform by clicking on the Zoom link in the session.
- Organizers will go directly into their sessions using a Zoom link sent in a calendar invitation.
- After watching the keynote in Swapcard, organizers should exit the Swapcard platform and go into their session using the link in their calendar invitation. Having Swapcard open while managing a session in Zoom is NOT recommended.



# Community Day Organizers - Zoom Meeting

# Community Day Organizers - Zoom Meeting

- ◆ Plan to log on 30 minutes before your session starts. Your calendar invitation will include the Zoom link and indicate the time to join the Zoom Meeting.
- ◆ The Zoom Meeting will be set up with conference staff as Host (for technical reasons), and as “join before host.”
- ◆ Shortly before the meeting starts, staff will join the meeting and transfer Host status to you.
- ◆ At that point, running the meeting is up to you as the Host and organizer.
- ◆ If you are not able to access the Zoom Meeting for some reason, send email ASAP to [speakers@eclipsecon.org](mailto:speakers@eclipsecon.org). If you need help during the session, send email to this same address.
- ◆ Please keep an eye on the time so that you end your session promptly.
- ◆ **IMPORTANT:** Please do not record the session. Recording requires written permission from all attendees, and we are not able to obtain that.

# Community Day Organizers - Zoom Webinar

# Community Day Organizers - Zoom Webinar

- If you are not familiar with Zoom Webinar, we recommend this [Zoom FAQs document](#).
- Plan to log on 30 minutes before your session starts. Your calendar invitation will indicate the time to join, and include a unique Zoom link that will bring you into the Webinar as a Panelist.
- The Zoom Webinar will be set up with conference staff as Host (for technical reasons). A staff person will be in the Webinar when you join as a Panelist, and will make you (the organizer) the Host.
- The Webinar will be set up to start in Practice Mode. (note the orange bar at the top of the Zoom window). Attendees cannot join when the Webinar is in Practice Mode; only Panelists and Hosts can join. When you have been promoted to Host and have your Panelists and/or Co-hosts ready to go, start the meeting by clicking on the Broadcast button in the orange bar to end the Practice Session and allow attendees to join.
- As Host, you can promote any co-organizers (who will have joined the Webinar as Panelists) to be Co-hosts. Co-hosts can perform many of the Host functions, including promoting Attendees to Panelist status so they can speak.
- When a Panelist is done speaking, we recommend that a Host or Co-host demote them back to Attendee status.
- If you are not able to access the Zoom Meeting for some reason, send email ASAP to [speakers@eclipsecon.org](mailto:speakers@eclipsecon.org). If you need help during the session, send email to this same address.
- Please keep an eye on the time so that you end your session promptly.
- **IMPORTANT:** Please do not record the session. Recording requires written permission from all attendees, and we are not able to obtain that.



# Presenter Environment & Best Practices

# Audio



- Choose a quiet location. Ensure that no major household appliances are running and near you when you present
  - Example: A running washing machine off camera will be picked up much more than anticipated and add a tremendous amount of noise to your stream or recording
- If using an outboard or desktop microphone, ensure that it is NOT positioned near any of the exhaust vents of your computer.
- Normally a wired mic, even one that is a part of a pair of headphones, will be superior to the built-in mic on your laptop.
- If possible, please try to steer clear of using wireless mics, such as using the mic from a pair of AirPods. There is a latency issue, as well introducing battery and connectivity variables to your presentation
- If you want to upgrade your audio equipment, please see the Presenter Equipment Recommendations on [page 8](#).



# Video



1) Choose a simple background, with few distractions. A blank wall is most preferred.

2) Keep your attire simple. A plain, solid color will keep the focus on you and your content.

3) Place your camera at eye level (prop up your laptop if necessary), and sit far enough back to avoid distortion.

4) Use the “rule of thirds.” If you break your frame into thirds with horizontal lines, your eyes should be around the intersection of the top and middle third. Your entire head should be visible in the frame.

5) Position the preview window of yourself as close to the location of your physical webcam as possible to encourage your eyes to focus on the lens, and look directly into the camera when speaking.



# Video Continued

- ◆ If you present with items behind you that have strong horizontal or vertical lines, like a bookcase, try to align the borders of your screen with the background lines.
- ◆ If possible, use a chair that isn't visible behind you. A high-back chair showing behind or above your head can be distracting.
- ◆ Remove any light sources that would be behind you, so as to avoid backlighting.
- ◆ If possible, have a light source in front of you, to add illumination to your face.
- ◆ For more tips on how to deliver a successful talk, please view this [article](#).
- ◆ If you are pre-recording your talk, you want a seamless transition to the live Q&A portion. A good way to achieve this is to wear the same shirt and use the same setup (lighting, background, etc.) for both the recording and the Q&A session.
- ◆ For more information on how to pre-record talks, please visit this [website](#).
- ◆ If possible, utilize two screens to ensure you have enough space for screen sharing, notes, chat, Q&A, etc.
- ◆ If you want to upgrade your audio equipment, please see the Presenter Equipment Recommendations on [page 12](#).





# Network

- Ensure no one in your household is competing for bandwidth during your presentation.
- If available, choose a wired connection rather than wi-fi.
- Close unnecessary applications that may run on your laptop/computer as they may impact internet speed/bandwidth as well as pop up with notifications if you're screen sharing.
- Close doors and windows, silence your devices, and try to ensure the quietest environment possible.



# Presentation

- ◆ If you'll be working from a presentation, be sure to keep your slide content large and high contrast—this is really important for readability as screen sizes vary greatly.
- ◆ Present with energy and animation. By speaking too slowly or with a monotone voice your audience may disengage and tune you out.
- ◆ Engage your participants by crafting your presentation to have the audience contribute using the session Q&A and chat available in Swapcard.
- ◆ Due to potential delays and sound issues, keep animations and video sharing to a minimum during your presentation.
- ◆ If you will be sharing your screen as part of your presentations, practice ahead of time. This [guide from Zoom](#) has some excellent tips.



# Presenter Equipment Recommendations

If you want to upgrade any of your equipment for your presentations (either pre-recorded or live) here are our recommendations. Please feel free to reach out to David Spitzer, [david@meetgreen.com](mailto:david@meetgreen.com), for further recommendations or other speaker AV needs.

# Webcam

A standalone webcam will elevate your video quality tremendously. In addition, the onboard mic included with either of the options below will be a nice upgrade to your earphone or built-in computer mic.

- ◆ Absolute best – Logitech Brio 4k  
<https://amzn.to/2Y1sfDe>
- ◆ Good alternative - 1080p Logitech C920  
<https://amzn.to/2PTyncw>

# Standalone Mic

If you want the best quality audio to help you shine alongside a webcam, consider investing in a standalone microphone.

- ◆ Fifine – streaming microphone – decent option  
<https://amzn.to/2CrvWdU>
- ◆ Blue – Snowball iCE – name brand higher end  
<https://amzn.to/2Fhje2m>

# Lighting

Investing in great lighting, like this simple ring light, can help make your presentation significantly more professional.

- ◆ iXunGo - ring light

<https://amzn.to/33YL2mt>

# Thank you!

Join the conversation:

 [@EclipseCon](https://twitter.com/EclipseCon) | [#EclipseCon](https://twitter.com/EclipseCon)



**ECLIPSE**  
**2020 CON**