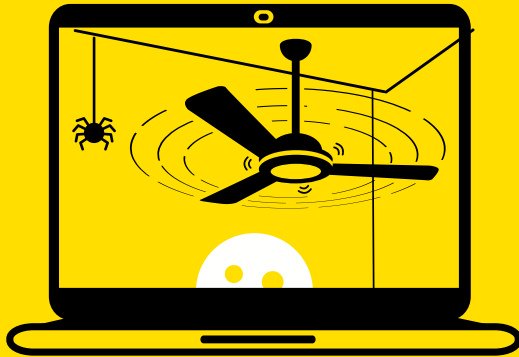
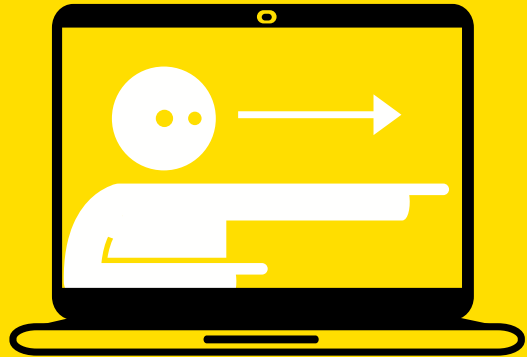


Have these people been showing up at your online meetings?



The Ceiling Fan



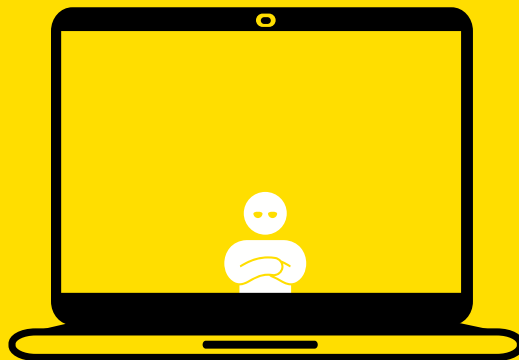
The Other Screen Watcher



The Ghost is in the Machine



The Hiding from the Lighter



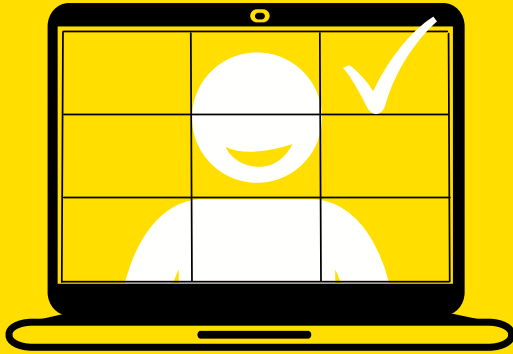
The Far, Far Awayer



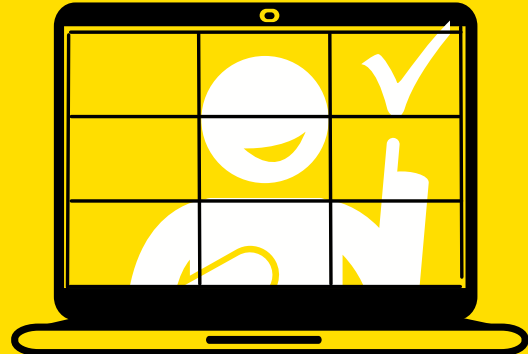
or are you one of these people?

Follow our simple tips for presenting professionally online...

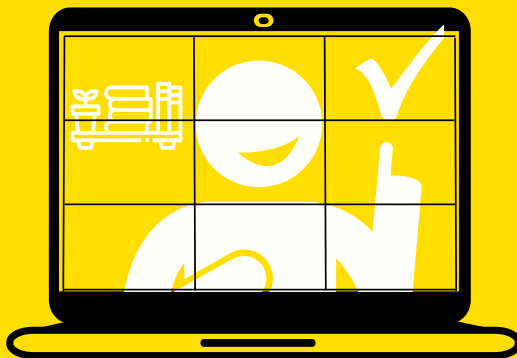
Here's how to frame yourself online



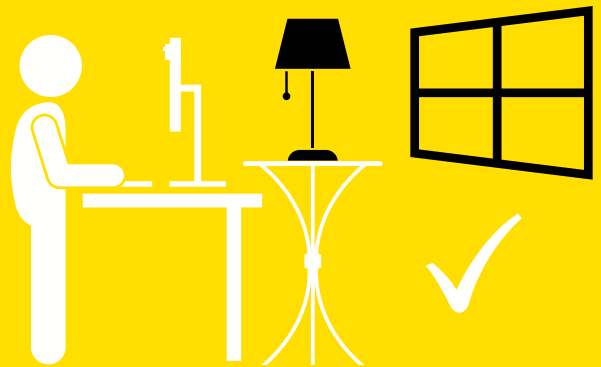
Avoid too much blank space above your head (a fisted hand on your head should touch the top of your screen)



Make sure you can bring your hands into the frame (we talk with our hands too!)



Choose your background so it doesn't distract (real is best - blurred or virtual backgrounds cause ghosting)



Set up so windows & lights are behind your camera (not behind you - this may mean reconfiguring your workspace)



Place your camera at eye height and look at the lens (it's worth investing in a quality camera and microphone)



Minimise background noise as much as possible



Optimise sound settings, e.g. suppress background noise - set to high to dull typing taps or low to play music



When playing video or audio during screen sharing, select settings to share sound & video