

6th HEPATITIS C TECHNICAL ADVISORY GROUP

TAG Meeting

March 15-16, 2021

SPEAKER VIRTUAL PRESENTATIONS GUIDELINE

1 Identify each of these rolls:

HOST



SPEAKER



PARTICIPANT



WHO CONVOKS THE PRESENTATION

WHO SHARES THE MESSAGE

WHOM RECEIVES THE MESSAGE

2 Before the presentation:

- Re-check the timing of the recording.
- Check the speed of your Internet connection.



3 Minimum 20 mb Download required for a good connection

We recommend you verify your internet speed @:

<http://www.speedtest.net.es>



4 Light ,background, and framing:

- Make sure light is directed to you.
- The background must be solid color, no mirrors or objects.
- Make sure you can see your shoulders in the shot.



5 Multimedia:

- Make sure to have your presentation ready to share.
- If you are going to share a video make sure the microphone is open.
- We recommend you to use a headset or headphones for better quality audio.



6 Prepare your desktop:

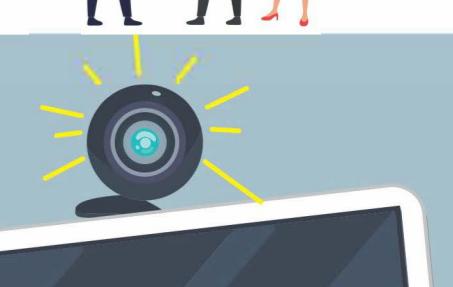
- Re Start your computer the night before.
- Disable app upgrades.
- Disable notifications.

- Disable Whatsapp web.
- Close all your apps.
- Learn how to mute and activate your mic.
- Familiarize with all the icons specially with the chat option.



7 Look at the Camera!

- You can use books or other objects so the camera is at the height of your eyes.
- Maintain eye contact by looking into the camera.



8 Distractors:

- Make sure nobody is walking around the room.
- Have a glass of water nearby, make sure you go to the restroom beforehand.
- Avoid looking at your phone.



9 What to wear during the Conference:

Wear the same clothing you would wear on a live presentation.



10 During your presentation:



- Try not to make exaggerated facial expressions.
- Watch your body language.
- Avoid yawning, stretching or standing up.