

# VIRTUAL MEETING READINESS

Common mistakes and areas for improvement - demonstrated by  
Global Public Speaking Founder/CEO Allison Shapira

Camera is too low and not at eye level



Speaker is not looking into camera lens



Avoid backlit windows



Avoid having windows behind you



Avoid messy backgrounds



Avoid open doors behind you



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## What does an effective virtual meeting setup look like?

Look into the camera and make sure your head and upper body are in the frame.

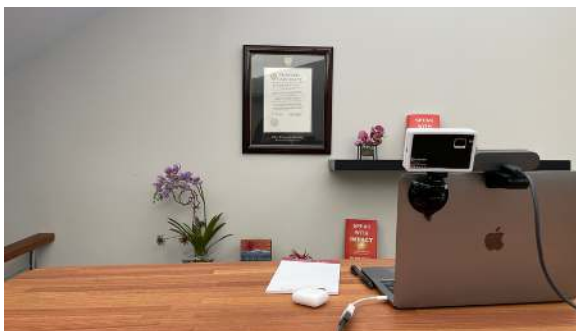


While seated, ensure head and upper body are in the frame



## Take a look behind the scenes at Allison Shapira's home office

### Allison's seated and standing workspace (using a Varidesk standing desk)



### A few items to notice:

- Background is intentional and uncluttered
- Webcam is mounted on top of laptop
- Front lighting is also mounted on top of laptop
- External mic and headphones for crisper audio



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## A few Do-It-Yourself (DIY) options

### Create a DIY standing desk



### Unclutter your background



## A few more steps to take before logging into the meeting

### Check your connection

- Are you close to your wireless router?
- Can you connect directly to your router through an ethernet cable?

### Check your lighting

- Is there light illuminating the front of your face?
- Are the windows behind you covered so that you are not backlit?

### Check your audio

- Is the sound from your computer microphone audible to your audience?
- If not, do you need an external microphone to ensure high-quality audio?



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