#AWP21 Virtual Presentation Guide

Preparing Your Space

Pick a place that makes you happy!
Whether the space you choose is an office or any other room, please be mindful of anything in the background that may give away where you live or other information you wish to keep private (photos of family, et cetera).

Raise your device.
If your computer or other device is not already on a stand, try stacking something underneath it to raise the device about two inches. This adjustment creates a more even view and prevents attendees from seeing your ceiling.

Consider your lighting.
Place a soft light source behind your device, not behind your head or body. Before your event, play around with the lighting to see what makes you look your best onscreen. If you are using a lamp with a shade, try taking the shade off or tilting it. If this adjustment washes you out, try pushing the lamp further away until the light is scattered.

Eliminate ambient noise.
It can be surprising how much environmental noise can be picked up in your recording! Close your doors and windows, and communicate with those around you to ensure you have a quiet environment to record in.

Choose your wardrobe wisely.
Consider wearing solid colors, simple patterns, or anything else you believe will display nicely onscreen.

Preparing Your Materials

Create your event outline.
An event outline can include any written remarks you have prepared, reading material you plan to share, or a list of moderator questions. For an example of an event outline and a template, please reference pages nine through fifteen of [AWP's Guide to Accessible Literary Programming](). The event organizer or moderator should upload the event outline to the "[My Events]()" page of their AWP account by December eleventh, twenty-twenty.

Prepare any visual aids.
If you plan to show any materials on your screen during your event, please email [events@awpwriter.org]() as soon as possible to notify AWP staff of your plans. We recommend showing only simple visual aids, such as photos or basic documents. For accessibility purposes, all visual aids will need to be verbally described when shown onscreen. Additionally, more complicated visual aids can slow down your internet and reduce the quality of the event recording. If you want to share something more elaborate, such as a video, you will be able to include a link to that material in the event chat during your event's first broadcast. Your event organizer or moderator can also add supplemental documents for attendees to download in the "[My Events]()" page of their AWP account.

Charge your devices.
Make sure your computer, headphones, and any other devices you may be using during your virtual event are fully charged before your pre-recording session.

Practice, Practice, Practice

Discuss your event plan with your panelists.
Prior to your event recording, meet with your panelists to make a few key decisions that will help your event run smoothly. Determine the order in which you'll speak and cover topics, how you will communicate when you want to interject or add to the conversation, and how you will signal when someone has used their time. When you are making these preparations, keep in mind that when you are recording your event, you and your fellow presenters will also have access to a private chat stream that you can use to help your event run smoothly.

Plan for unexpected challenges.
Presenting virtually will be a new experience for many, and there may be instances where the event doesn't go perfectly. As part of your preparation, consider your plans for potential challenges in the virtual space. What will you do if your internet cuts out mid presentation? What is your plan if sharing your screen doesn't work the way you imagined? Consider the possibilities of what difficulties you may face, and do your best to plan for them. At the end of the day, though, know that it is okay if something does go wrong, and we are all working through this new situation together.

Schedule a practice run.
If you and your panelists are all available, the best thing you can do to prepare is to use a video conferencing platform to practice your event all the way through without stopping. If you're able, record this practice run and watch it back to see which areas you would like to change or improve upon.

During the Recording

Eliminate distractions (when possible).
Clear any tabs or programs you don't need open, turn off audible notifications on your phone and computer, move other devices away from your computer, and put your pet in another room if possible!

Enter your display name.
When you click the link to enter the broadcast studio, enter your full name (or the full version of the name you would like to go by) as your display name. If you would like to, you can also add your pronouns to your display name.

When you are not speaking, be sure to mute yourself.
Muting your microphone while others are speaking will eliminate your environmental noise, making their audio clearer.

When you are speaking, unmute yourself and look directly into your camera.
Trying not to look at yourself on screen can be difficult, but looking directly into the camera will make it seem like you are speaking directly to your attendees.

If you need accessibility services to participate in your recording, please see our Accessibility Services webpage and contact Colleen Cable at colleen@awpwriter.org with requests or questions. All video content will be captioned post-recording.