Remote Speaker Tips & Tricks

1. Brevity is key

Please note you may be given allocated time in which to speak by the event organiser – please check if you're unsure.

The best speeches in history were all under 20 mins and the best TED talks are all under 20 mins. Condense the information and think of it as a story rather than a list of information. Sometimes starting with the conclusion then going on to explain how you got there is a good way to keep people interested.

Another method, depending on the subject, is to pretend you are explaining something to your 11-year-old. Not in a patronising way, but in a clear, simplified way.

2. Prepare

We don't recommend having too many notes or a script in front of the camera, however having notes of key words to help spark the core message of your speech is helpful.

We'd also advise taking the day before your presentation to rehearse and practice as much as possible, though it's important to find the balance between 'rehearsed' but still conversational and relaxed.

3. Enthusiasm

When preparing for your session, film yourself talking to your partner or friend about something you're really interested in (music, golf, your last holiday etc.) and note the enthusiasm and energy on playback.

Practice replicating that into any business speech and retain that energy. When you're recording from your home or office, the camera can remove some of your natural enthusiasm – the more energy the better.

4. Emphasis

As mentioned previously, recording or streaming from your home or office camera can 'flatten' your delivery, so it's important to emphasise key words during your speech. Try nodding your head on important words or phrases as you say them to add emphasis.

Remember to breathe, talk slowly and enunciate clearly.

5. Good Posture

This is a simple way to demonstrate your engagement and attentiveness to the speech you're giving.

Where you're sitting, straighten your back and lean forward when talking – there's nothing worse than watching someone slouch on camera.

6. Tips for writing your speech: put figures into context

e.g. "the train station fire spread at 10 meters per second - that's as fast as an Olympic sprinter. So if you can't run as fast as Bolt, you're in trouble" etc.

Saying "nearly 1000" sounds more impressive than "956", similarly saying "under 100" is more impactful than "95".

7. Clothing and general appearance

Keep it simple and business-like. Avoid busy patterns, nothing shiny and nothing bright red. Pastel colours are good, as are sapphire blue, amethyst purple, citron yellow, and emerald green - all pleasant on screen.

It's also important not to wear tight checked patterns or stripes as this can cause an unpleasant effect on camera.

8. Mistakes happen

If you say the wrong thing, simply pause and say the correct thing but with more emphasis.

For example, "we had almost 3 million...no, 3 BILLION downloads... etc".

9. Some small but crucial details that can make all the difference

Talk to the camera, that's your audience. If you're unsure how you're coming across then practice recording your session on your computer and watch it back –this can be a useful way to notice key things you can alter.

Remember to smile (if the context allows)

Hands – use them to express but not too much.

Try and use headphones with an integrated mic, this will stop possible feedback and reduce external noise and potential distractions.

9. Small but crucial advice
continued…

Front-facing, natural light is best – try positioning your computer/device in front of a window.

Adjust your camera to be at your eye-level, it may be that you need to rest your computer on something to achieve this.

Check what's in the background of your camera shot, clear any clutter and try to have it as neat as possible.

Close all non-essential applications on your computer and turn off notifications (yes, even vibrate) on all devices in the room.

10. Check your speed

It's important to check that your internet speed is sufficient to allow for good quality video and audio.

If you're pre-recording your session via a link from Aztec Live, you'll need a minimum of **5Mbps**.

If you're taking part in a live-streamed session with multiple presenters or panellists, you'll need between **10-20Mbps**.

To test your internet speed simply:

1. Go to Google.com

2. Search for 'internet speed test'

3. Tap or click 'Run Speed Test'

If your speed is below the required level, please contact the events team.

If you have any questions or want to get in touch ahead of your session date please call us on 020 7803 4000 or email:
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