



On behalf of SEMI, thank you very much for accepting our invitation to be part of the upcoming virtual event. We would like to especially thank you for your patience and understanding during this time as we transition these important events to a virtual experience.

Whether your presentation will be live via the web or pre-recorded, in preparation for your participation as a speaker and to create the best possible experience, please find below some helpful guidelines.

WEBCAST PRESENTATION TIPS AND GUIDELINES

WARDROBE

- Wear something that is appropriate for your audience and makes you feel comfortable.
- Wear solid colors but avoid a solid white shirt. Avoid busy patterns, especially narrow stripes.
- Avoid wearing noisy jewelry of any type.

CAMERA/WEBCAM PLACEMENT

- Whether you are using a USB webcam, the built-in webcam on your laptop, or a video camera make sure that the camera lens sits at or slightly above eye level, no higher than your hairline.
- Position your webcam/camera far enough away to capture your shoulders and your entire face with some room to spare. Generally, 1-2 feet from the camera, depending on camera, works well.
- The video is best if you frame your face in the middle of the camera frame, with the top of your head near the top of the frame.

LIGHTING

- Proper face lighting is the key to making a good impression. Poor lighting may leave your video looking either too dark or washed out.
- Ideally when recording, it's best if a light source is positioned in front of you or behind the camera. The lighting should be soft, indirect light and can either be a window or a lamp.
- Minimize other lighting in the room, particularly from windows or light sources behind you.
- If possible, turn down/off ceiling-based lighting as it can create harsh shadows.
- Avoid locations with low light or too much backlighting (windows in the background are often a challenge for webcams)

SOUND

- A clear picture is only a half of success. The other half is the sound quality. Poor sound settings can ruin even the best webinar presentation.
- If you are using a computer microphone, make sure that the microphone picks up the right amount of sound. If it picks up too much, it may cause squeaks, echo, and distortions. If it doesn't pick up enough, your audience won't hear you.
- Keep the distance between your mouth and the microphone consistent throughout your event and be sure to speak at a constant level, so the volume of your recorded voice remains consistent. If you get feedback, make sure your mic and speakers aren't too close together. If you still can't get rid of the feedback, use headphones instead of speakers.



BACKGROUND NOISE AND CLUTTER

- Conduct your webinar in a quiet space and inform others of your presence, so no one will interrupt.
- Close windows and doors and turn off air conditioners to avoid distracting sounds picked up by your microphone
- Silence your devices, including applications you may be running on the device you use for your event, mute computer pop ups/reminders, refrain from typing and shuffling papers.
- If you're using video, try to keep the background simple by avoiding anything that looks busy or cluttered, and again, beware of windows that let in natural light behind you, or that might reflect your computer screen or your glasses. Horizontal and repeating patterns don't register well on-screen and could create the illusion of movement and distract your audience. Go for a bright, solid background to keep their attention on you.
- If you have a ceiling fan, turn it off, since the movement can be distracting.

INTERNET CONNECTION

- Dedicated high speed connection of 900 Kbps+
 - To measure your bandwidth, visit testmyspeed.com.
- At the time of your webinar, make sure you have a strong Internet connection and that there are no broadband-consuming activities in progress on your device, such as video streaming or file downloads.
- Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection.

ON CAMERA BEHAVIOR

- Eye contact is everything when it comes to public speaking, and it's no different when it comes to video. While it's perfectly fine to peek down at your presentation materials from time to time, you want to remember to look at your webcam lens and smile as you make your presentation. And don't forget to blink!
- Be aware of posture during the shoot, do not slouch
- While answering questions or speaking on a topic, speak in a conversational manner and pace
- Pause between points and responding to questions or comments from others

POWERPOINT BEST PRACTICES

- **For live presentations, ALL files must be in PPT or PPTX format. No other formats are acceptable.**
 - **Pre-recorded presentations must be in mp4 format.**
- Audio and video files may not play from the slide, depending on the event platform. If you plan to include embedded audio and video in your presentation, contact the event organizers to verify they will play correctly. Otherwise, they must be pulled from the deck and presented separately.
 - GIFs do not always work, especially if they are part of a multi-layer slide or transition. Contact your event organizer.
- Slides should be in **widescreen (16:9)**.
- No passwords or encryptions should be set to the file.
- Your font size should be at least 28 point or higher. Anything smaller could be difficult for the audience to read, even on full screen slides
- If your presentation uses an unusual font (such as a company specific font), we need to know at least 2 weeks prior to your live presentation.



TESTING

To reduce the chance of technology failure halfway through your webinar, test everything in advance. Use the same equipment, from laptop to cables, that you plan to use for the real thing. This is especially important for “live” webinars, where an equipment failure can interrupt your presentation.

You absolutely must practice the entire presentation all the way through. The best way to find out what you’ll look like on camera - and what your presentation will sound like - is to watch it for yourself. Make a recording of you giving your presentation. Then play it back and take notes on what to improve. Recording your webinars and actively watching them to see your mistakes and strengths can help you improve until it’s effortless.



MINIMUM SYSTEM REQUIREMENTS FOR WEBCAST

Operating System

Windows 10, Windows 8.1+ Pro, Windows 7, Android 5.1+, Apple Mac OS X 10.12+, Apple iOS 11+

Processor

1.6Ghz

RAM

2GB

Internet Browser

Google Chrome 72+, Internet Explorer 11, +2, Firefox 60, +, Safari 11, +3, Edge Browser 17+

Hardware

AUDIO: Sound Card with speakers VIDEO: Screen with 1024x768+ resolution support

Media Playback

HTML5 streaming enabled browser

Internet Connection

Dedicated high speed connection of 900 Kbps+

1 Dual core processors are preferred.

2 Internet Explorer is not supported when running as a legacy IE version using compatibility or enterprise mode.