

**CBA** Church Benefits Association  
**VIRTUAL** *Annual* **MEETING**  
**DECEMBER 1-3, 2020**

**CBA 2020 Virtual Annual Meeting – Speaker Video Guidelines**

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**General Recommendations for Live and Recorded Sessions:**

- **Set up your virtual presentation space.**
  - [These tips](#) can help you set up your camera and environment to ensure you look your best for the virtual presentation.
- **Test mic, speakers, video, and connection**
  - Close all applications on your computer aside from the Zoom platform and any others out need for your presentation.
  - Use computer audio instead of phone audio, if possible.
  - We recommend wearing earbuds or headphones to keep feedback to a minimum.
  - When speaking, project as if you are in the room with your audience.
  - Your computer camera should be as close to eye level as possible and not angled up.
  - Make sure your area has plenty of light and your background looks professional.
- **Update your profile name to be your first and last name and title/company.**
  - Hover over your name in the participants window and select 'Rename' to update.

**For Recorded Sessions:**

- **Recording Requirements:**
  - Limit background noise.
  - If using a smartphone, please hold horizontally to shoot your video.
  - Avoid recording in front of a window.
  - Make sure light is in front of you or beside you.
  - If recording standing up, have the person that is recording tuck their elbows in to make the video more stable.
  - If recording sitting down, have the person that is recording anchor their elbows on the table.
  - **Video(s) are due to [Hunter Stoll](#) by Friday, November 6<sup>th</sup>.**

**For Live Sessions**

- **Day of Session - Log into Zoom webinar 15 minutes early.**
  - Each session has a unique link used to join the webinar – Links are in the calendar invite for your session.
- **Engage participants, through poll questions, Q&A, and chat.**
  - Moderator to monitor Q&A and present questions to panelists during the Q&A segment at the end of the presentation.
  - When not presenting, feel free to engage with attendees in the chat feature.
  - Please send any poll questions to Hunter Stoll at [Hstoll@churchbenefitsassociation.org](mailto:Hstoll@churchbenefitsassociation.org) in advance of your presentation