



# 2022年可持续发展大数据国际论坛

2022 International Forum on Big Data for Sustainable Development Goals

2022年9月6日-8日 中国 北京  
September 6-8, 2022 Beijing, China

# Online Speaker Guide

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**01**

# **Online Speech Guideline**

# Online Speech Guideline- 3 Steps

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01

Make sure you have installed ZOOM on your computer before your speech.  
Please see the following pages for installation information.

02

Enter the Personal Center by filling the password in the Registration page and log in the ZOOM meeting room.

03

During your speech, after receiving guide by the moderator, use ZOOM's screen-sharing function to start the speech!  
After the speech, turn off the screen-sharing and finish the speech.

## █ Online Speech Guideline- Step 1 (Download & Install ZOOM)

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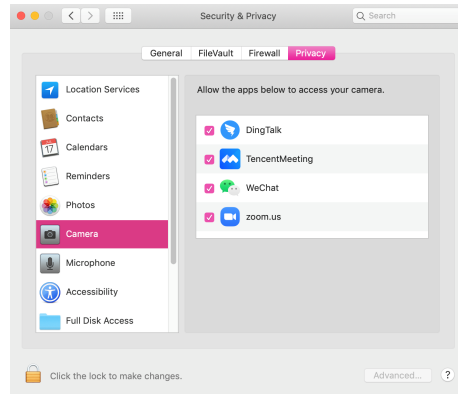


Please download and install ZOOM on your computer, not on a mobile phone.

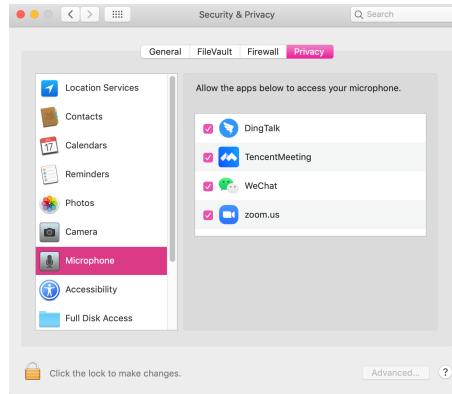
Download ZOOM : [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

After downloading, follow the prompts to install.

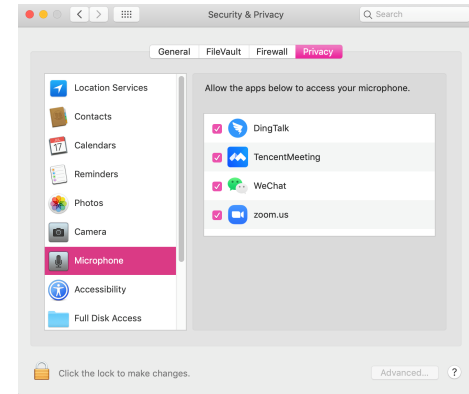
# Online Speech Guideline- Step 1 (Download & Install ZOOM)



Allow Camera Access



Allow Microphone Access

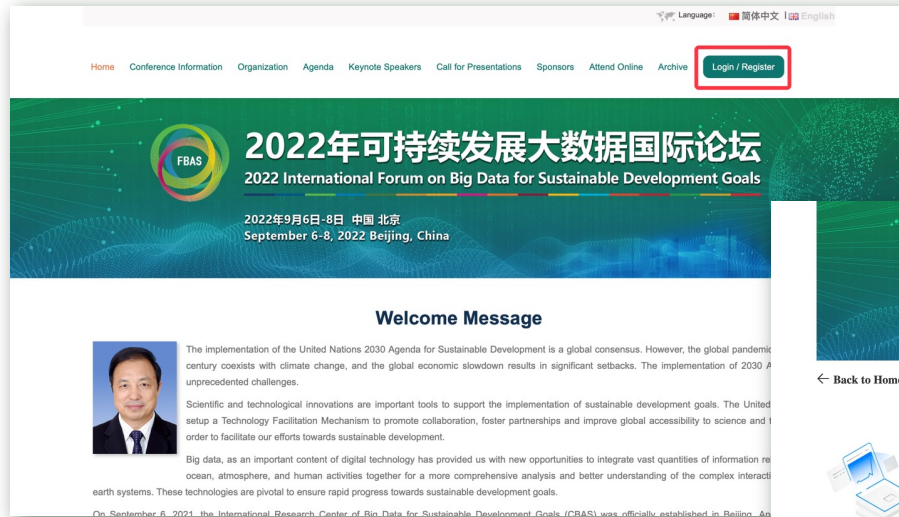


Allow Recording Access

If you are using an Apple computer (including Windows dual system) and the system is 10.15 or above, please pay attention to the following tips! Otherwise, you may not be able to make a speech.

After installing ZOOM, please make the following settings: system preferences--security and privacy—allow access of ZOOM to "Screen Recording", "Microphone", "Camera".

# Online Speech Guideline- Step 2 (Log-in to ZOOM Meeting Room)



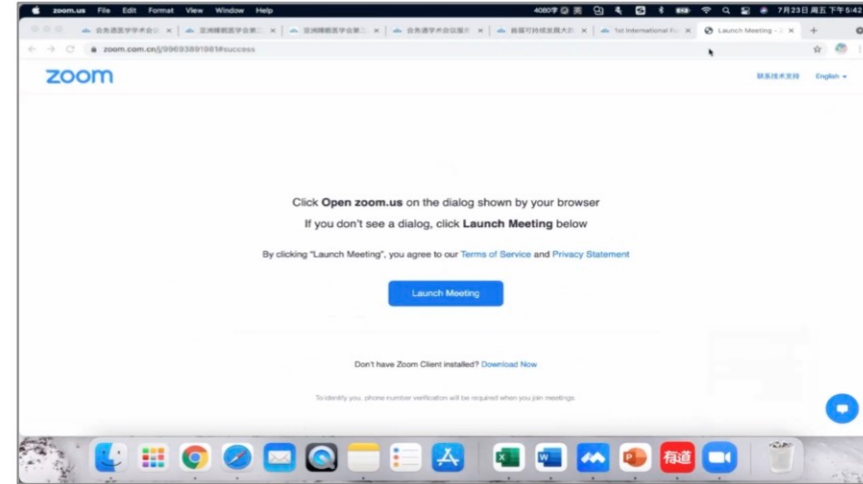
Log in your account from the Home page.



# Online Speech Guideline- Step 2 (Log-in to ZOOM Meeting Room)

Date & Time (UTC+8)	Local Time	Meeting Room	Session	Role / Task	Your Topic	
2021-09-06 08:00-08:20	2021-09-05 16:00-16:20	Main Venue	Test <a href="#">View Session Details</a>	Plenary Lecture	Test	<a href="#">Start Zoom</a>
2021-09-06 08:00-10:00	2021-09-05 16:00-18:00	Main Venue	Test <a href="#">View Session Details</a>	Moderator		<a href="#">Start Zoom</a>

Find your presentation and click "Start ZOOM" .

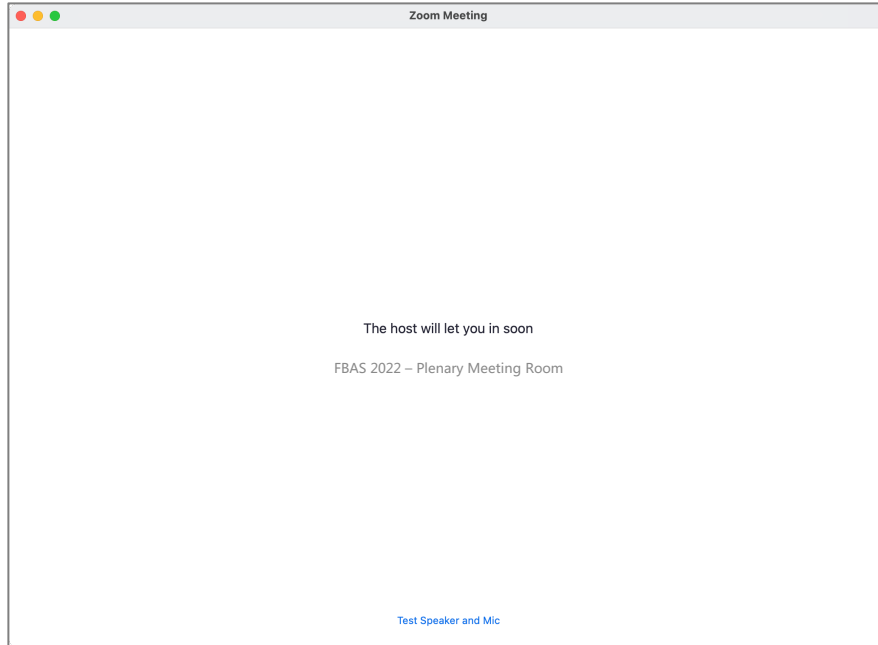


Follow the instructions and you will automatically enter the ZOOM meeting room.



## Online Speech Guideline- Step 2 (Log-in to ZOOM Meeting Room)

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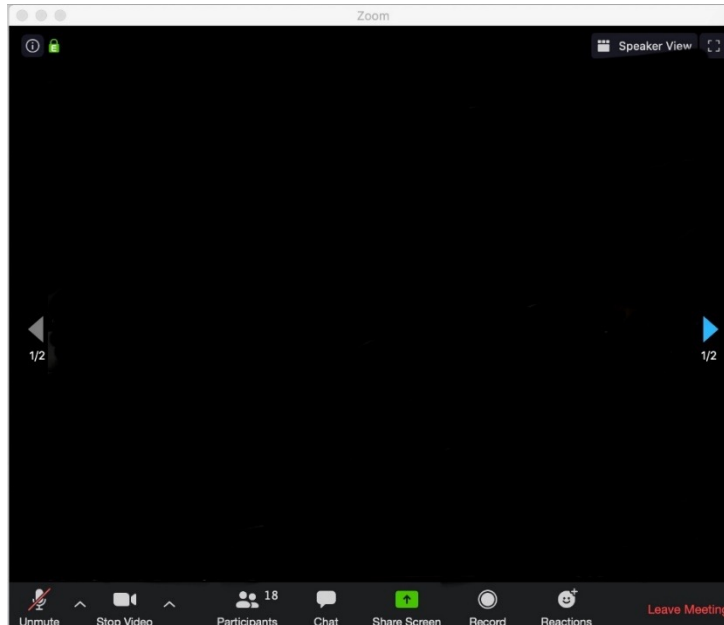
Don't worry when you see this page. 😊

Please wait for the moderator to approve before entering the meeting room.

It may take 1 minute for approval.

## Online Speech Guideline- Step 3 (Use ZOOM' s Screen Sharing)

The following instructions are for your understanding and reference in advance. You will be guided on the one-to-one test day.



1. Open the PPT you need to share.
2. Click "Share Screen" in the menu bar at the bottom of the page to share your PPT and start speaking.
3. Don't forget to turn off the "Share Screen" function after the speech.

**02**

## **12 Tips for Online Speech**

## 12 Tips for Online Speech ( 1/12 )

### Simple Background

- Quiet space
- Avoid noise and disturbance
- Single-colored background preferred



Avoid cluttered backgrounds



Single-colored background helps to attract audience's attention

## 12 Tips for Online Speech ( 2/12 )

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### Minimize Surfaces

- Multiple surfaces look cluttered and unfocused.
- Single surface has the best effect.



## 12 Tips for Online Speech ( 3/12 )

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### Align Your Screen

- It doesn't matter if you can't find a solid background.
- Minimize background fragmentation.
- The lines appearing in the background shall be as parallel as possible to the edge of the screen.



Error with alignment of background and frame

## 12 Tips for Online Speech ( 4/12 )

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### Hide Your Chair

- Hide the seat back as much as possible to better get audience's attention.

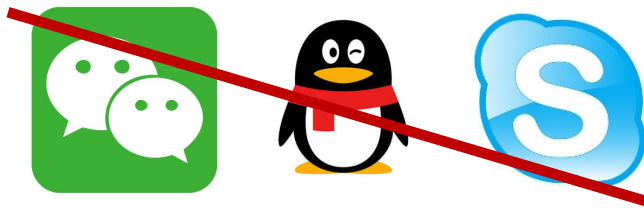


Comparison of the effect between not hiding the seat back and hiding it

## 12 Tips for Online Speech ( 5/12 )

### Avoid Disturbing

- Please notice in advance to avoid disturbing from children and colleagues.
- Please keep WeChat, QQ and other software closed.



Disturbance not only from the physical environment, but also from instant messaging software



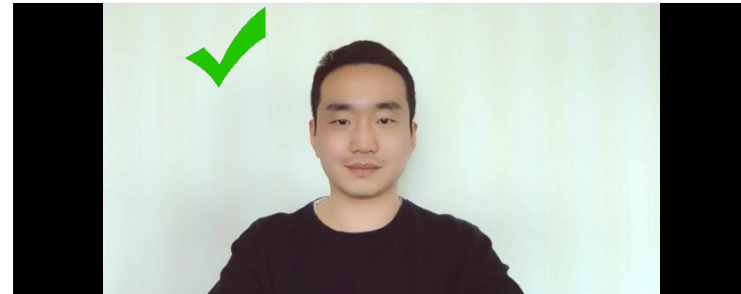
## 12 Tips for Online Speech ( 6/12 )

### Lighting

- Maximize the light in your room!
- If possible, try to make light sources pointing at you.
- Avoid backlighting!



Your video will be difficult to see with a brightly lit window behind you.



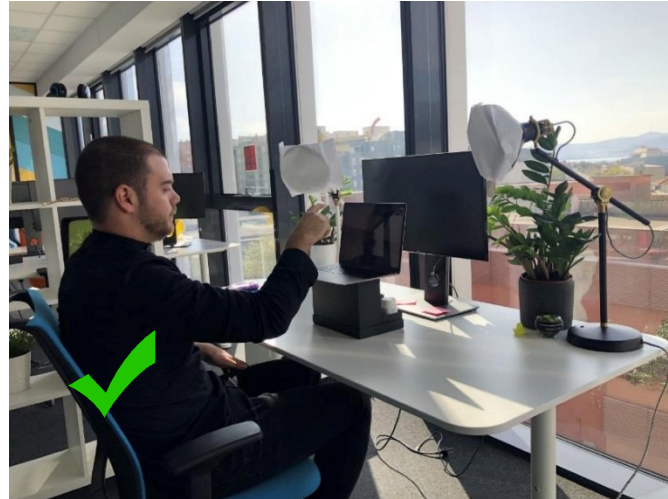
Perfect Lighting point at your face

## 12 Tips for Online Speech ( 7/12 )

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### Face Light Points

- To make the frame clear and bright, try to face the window or soft lights if possible.

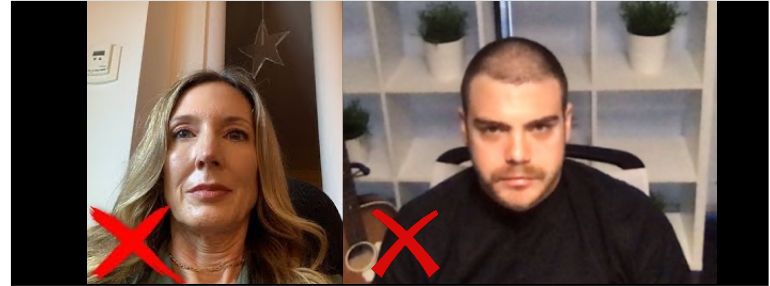


Face the window or soft lights

## 12 Tips for Online Speech ( 8/12 )

### Adjust the Frame

- Make sure your webcam is at eye-level.
- Avoid shooting from an angle too low or too high.



Too low or too high



Keep the webcam parallel to your face, and place your eyes around 2/3 of the frame

## 12 Tips for Online Speech ( 9/12 )

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### Look at the Camera

- Look directly into your web camera.
- This gives the viewers a sense that you are making eye contact with them.



It might feel a tad awkward to look at a camera while talking, but this will greatly aid to your storytelling.

## 12 Tips for Online Speech ( 10/12 )

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### Dressing Code

- Please do not wear casual clothes when giving a speech.
- Please wear working clothes, business casual, or smart casual.
- Note: Please wear pants or skirts even if only the upper body appears in the camera.



## 12 Tips for Online Speech ( 11/12 )

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### Ditch the Headphones

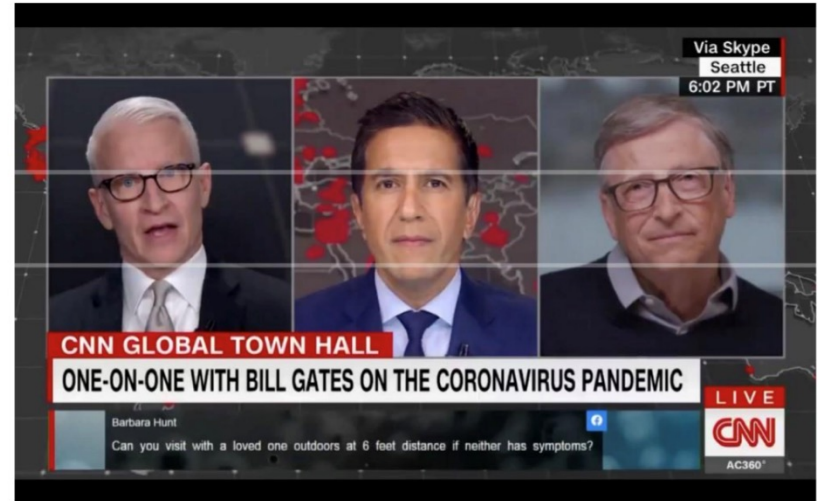
- Headphones look unnatural and unprofessional for conferences.
- Most computers are equipped with high-quality microphones.



# 12 Tips for Online Speech ( 12/12 )

## Stay Interactive

- Be sure to show you are listening by making nodding movements every so often during Panels.





**Thank you for reading.**