



1. How to prepare you for going live on the event:

Before you start your speech take the following points into account:

1.1 - Choose the right room

Your choice of room is very important for the sound you end up with. Recording at home, you may not have much choice of rooms. But if you do have a couple of options, choose a small and quiet room. Also make sure to avoid any other background noise (eg dog barking, children shouting, birds chirping, clicking a pen etc).

1.2 - Use good equipment

If you have access to a headset or microphone, this would be an upgrade from your basic laptop microphone. It will help all the virtual event because it will keep the best audio quality.

1.3 – Lighting Conditions in the room

Please choose a room with a good light because it will help to maintain the best video quality of your webcam. If possible, please don't stay near the windows because of the sunlight, this will affect the webcam performance.

1.4 - A test run

You might want to test your equipment to make sure that you are at the appropriate distance from the microphone (not too close and not too far). Be sure to maintain a constant distance from the microphone while speaking. For the best result, be sure to finish speaking before the other speaker or going to next slide (if applicable).

1.5 - Privacy (if applicable)

It must be guaranteed that all content used in your presentation can be shown online. If your slides include sensitive data, please remove these data before you upload your presentation.



2. How to connect to RXF Virtual Desk Speaker Platform

Before you start your speech take the following points into account:

2.1 – Before you connect to the platform

First of all be sure you are not connected to any other video conference or video platform, so your webcam and microphone can be fully available to connect to our Virtual Desk Speaker Platform.

2.2 – How to connect

To connect to our RXF Virtual Desk Speaker Platform you need to click on the link that the organization will send you closer to the event date.
This link will have an interface based on Zoom platform or other.

2.3 – Enter the RXF Virtual Desk Speaker Platform 15 minutes before your session

2.4 – RXF Virtual Desk Platform

After your session/discussion panel you should close this link and enter again on the main event link

2.5 – Technical Support

In case you have any further technical questions, feel free to contact the RXF Support Team – datadeskcpc@rxf.pt