



Virtual Panelist Best Practices

- Plan to login 5 minutes early.
- Ensure you are not lit from behind and that you have good natural or soft lighting pointing at you from the front towards your face.
- Ensure your camera is approximately 2-3 feet away from you and frames you from the shoulders up as pictured in this example.
- Ensure the space behind you is clean/professional and does not contain anything you wouldn't want in the frame.
- Test your audio in advance and lessen the chance of unexpected environmental noise. (E.g. close windows and doors, keep pets and children in another room, phones are on silent, etc.)
- Ensure you know where all controls are in advance. (E.g. mute, video, etc.)
- Do not wear small or busy patterns (E.g. polka dots, contrasting stripes).
- Look directly into the camera rather than others on the screen or your own video feed.
- Avoid sitting in a chair that allows your body to rock/move around too much.
- Have water or another beverage available, if needed.
- **MODERATORS:**
 - Direct questions to panelists using their names.
 - Create and share a "script" with other panelists in advance. (OPTIONAL)

