VIRTUAL SEMINAR

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BigBlueButton

- For our seminar we use BigBlueButton: https://bigbluebutton.org/html5/
- Please remain **muted** unless you have permission to speak.
- If you have a question or comment, please let us know in the **chat**, we will let you know as soon as you can speak, or post it directly in the chat.

Hardware Setup

A Laptop with built in microphone and speakers is terrible for everyone else in the virtual meeting!

- Laptop **fan makes noise** (fan will most probably rev up after a couple of minutes, especially if you share your screen and if there are many users in the virtual meeting).
- Typing and/or **touchpad sounds** will be transferred to communication partners.
- Most likely there will be **echo/feedbac**k from the speakers.
- Use the headset that came with your mobile phone. Even the cheapest headset will perform better than the built in microphone in a notebook.
- (Cheap) bluetooth headsets are okay as well, but they perform not as good as wired ones!
- Use an **external microphone in combination with headphones**. Some webcams have good quality microphones built in (e.g. Logitech).
- **Tablets** like Apple iPads have quite **solid built in microphones** (and no fan). The same is possibly true for other tablets and even for smart phones. If you do not have a better alternative, they will most probably perform better than a Laptop.

Giving a Talk Online

Giving a talk in a virtual meeting scenario is quite different from giving a talk in a classroom scenario. You do not get any feedback from the audience during the talk (do they look happy/bored/satisfied?) and you **cannot interact** as easily in a non-verbal way with the audience as in the classroom, e.g. by pointing to things displayed on the projector screen. For this reason, mentally prepare yourself to talking to your screen for 20-30 minutes!

Normally, your slides should not contain too much written text. In the case of virtual meetings, **some more information** than usual is not wrong. Added info can help the audience to bridge gaps in case there was a glitch in the network connection, etc. Lastly, it is a good idea to open the content of the slides step by step to avoid that the audience can read faster than you talk.

Normally, when you give a talk, you are standing. This creates some tension in you, you will sound more energetic compared to talking while sitting, and, lastly, it helps you to concentrate. So it is a good idea to create a setup for giving the talk where you can **stand in front of your screen**.

You are supposed to give a talk. So **do not write a script that you read** to the audience. Reading out a pre-made script would be boring in a classroom scenario and it will be as **boring** in the virtual meeting!

Also important: **switch off any type of messengers, notifications, etc.** which can distract you. As you are pretty much isolated from the audience, it is a good idea to **set a timer** to keep track of elapsed time. Lastly, **prepare for technical problems**. Have some kind of **second channel open to your advisor** that can be used to contact you in case something unexpected happens.

Especially if you are using a quite "wide" (omnidirectional) microphone that sits on your desk, please **avoid loud sounds** from typing on your keyboard when you flip through slides while talking.