

Dos and Don'ts Online Readings

When you are giving an online reading, ask if it will be recorded and archived. Ask for reading order. You can request to go first or last if that makes you more comfortable. Know when you are going on.

Prep:

Know what the lighting will do. Have lights ready so you aren't reading in the dark by the time your turn comes. Aim the light towards the front of your face.

You can test out the framing with a photobooth sort of application so you know what you will look like. Check your sound is on before the meeting starts.

Be in the frame at a distance you would be with a face-to-face conversation, not as if presenting across the room.

Stack your computer on books or a high table if necessary so your eye is level with the camera whether you choose to stand or sit.

Have water nearby if your throat goes dry.

Know how to use the application, how to mute, unmute and use the chat to paste your words for the deaf or hard of hearing.

Material:

Plan ahead what you will read, on paper or screen. To read off the screen means you seem to look right at the viewer. It means you probably can't arrange the screen to also see the reactions.

As with a live reading, plan and time out what you will read. Staying within your slot is respect for the other readers, organizers and audience

Come early, Stay Late:

Some readings have a green room time ahead so you can test sound and video and so they can make sure everyone reading remembered to come. Come to this, whether an hour or 15 minutes ahead.

It should go without saying but stay for the other readers out of respect. Don't speak and leave.

Thanks:

If you can with your nervousness, be courteous and remark on what you liked about other readers. Take notes while they read if that helps. Thank the fellow readers and organizers for inviting you.