

VIRTUAL CONFERENCE CHECKLIST AND TIPS

Basic Setup Checklist

Internet Connection:

- Plug into a hardline if you can!
- If you are using a cable connection turn off your wifi
- If you are using wifi make sure you are close to the router (test your internet speed in different locations)
- If you have more than one wifi connection make sure you are using the fastest one (ex: 5GHz for short range and 2.4Ghz for long range)
- Don't overload your connection with other tasks during the session. Turn off automatic software updates, other streaming in the house (Netflix, Spotify, etc).

Camera and Video Quality

- Make sure to clean your camera before the session, subtle fingerprints can degrade your video quality
- Make sure your computer or camera is on a stable base
- If using an external camera, make sure it is connected to the power cord

Lighting Setup

- Never use backlight, a light source coming from behind you
- Position a light source in front of you (ex.: position your desk in front of a window or place a lamp behind your computer)
- Check this video for more tips: <https://youtu.be/O8DE2YDhrDY>

Computer

- Use the most powerful computer you have available, preferably with a dedicated graphics card
- If you are using a laptop, use wall power instead of your battery
- Reboot your computer before the session and make sure to close all applications and browser tabs that are not absolutely necessary to your presentation.
- If you are using wifi, disconnect any unnecessary devices from your wifi network

Microphone and Audio Quality

- Headphones prevent audio feedback and echo issues
- Check this video for more tips: https://youtu.be/s_bhFmnKTUc

Framing and Composition

- Position the camera at your eye level raising your laptop if needed
- Check this video for more tips: <https://youtu.be/V40IBa5wii4>

Other Best Practices

Find a Quiet Place

- Find a room with a door you can close, that way you can block or prevent any distractions
- Tell your family (and your pets) you'll be filming. Put a notice on your door for the more forgetful members of your household letting them know you're in a recording session
- Mute your phone, give your session your full and undivided attention
- Have a glass of water nearby, you may be talking a lot! So be prepared in case your throat starts drying up
- Make sure all you will need during your session is close to you and accessible (like a notebook, pen, glass with water, etc)

Consider Your Background

- Try to pick a background that you are comfortable having on camera (home offices, bookshelves all make interesting backgrounds)
- If you are concerned about privacy, remove family photos etc - clean up your space so that you are only sharing pieces of your life you're comfortable with
- Many tools have virtual backgrounds, depending on which tool we're using we can try using one of these

Preparing Yourself

- Practice your presentation before and make sure you are comfortable with the app login process, mute button, share screen function, etc
- Plan for the expected duration of the presentation and keep yourself into the schedule
- Know who is presenting before and after you so you can run a smooth transition
- Consider standing for your presentation. This will help you to stay focused
- Don't try to over-rehearse or read from notes - use only written key points for reference
- Have fun and don't panic when things go wrong

Contingency Plans

- Have a phone nearby in case your audio gets cut off
- Zoom test meeting: <http://zoom.us/test>

More Tips

<https://www.theverge.com/2020/4/8/21202907/zoom-tips-video-call-lighting-audio-look-your-best>

<https://thewirecutter.com/blog/professional-video-call-from-home/>

<https://www.adweek.com/tv-video/adweek-guide-professional-video-conferencing-work-from-home/>

<https://help.eventmobi.com/hc/en-us/articles/360046052413-How-to-Get-Ready-to-Livestream-or-Record-a-Session-from-Home>