







Presenter Audio/Video Best Practice

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| <p>1. Position Yourself in a Place with Consistent, High Speed Internet</p> <ul style="list-style-type: none"> • Plug into Ethernet if possible (to be consistent) • Move close to your Wi-fi Router (to minimise sources of Interference between Router and Device) |  |
| <p>2. If possible, turn Off VPNs and Strict Corporate Firewalls</p> <ul style="list-style-type: none"> • VPNs throttle upload speed, causing major lag • VPNs/firewalls can block audio/video streams |  |
| <p>3. Use a Desktop/Laptop Computer</p> <ul style="list-style-type: none"> • Restart your computer ahead of time • Close Teams, Skype etc. so they don't interfere with your webcam • Close excess programs + tabs to avoid using excess memory |  |
| <p>4. Camera angle/background</p> <ul style="list-style-type: none"> • Please ensure that you are facing the camera front on • We would just advise that you do not have a light/window behind you, a ceiling fan on, or TV on. A quiet space with either a blank wall or office setting is the usual go-to. • With regards to clothing: again, this is your own choice but we would recommend business casual. |  |
| <p>5. Run a test session</p> <ul style="list-style-type: none"> • By joining a test session from your computer, you can help make sure the real session will connect correctly. • Please click the link below to run a test session and check your camera & audio. https://zoom.us/test |  |
| <p>6. Screen share (if relevant)</p> <ul style="list-style-type: none"> • Before you connect to the Zoom webinar, have your PowerPoint presentation open on your desktop, NOT in presenter mode. • Click on the Share icon, either in the main window or in the control panel. • Then click back into your PowerPoint presentation and click 'Slideshow' on the toolbar and 'Play from Start' (Make sure you keep the Zoom screen share box open throughout). • Select the PowerPoint presentation you wish to display in the Zoom screen share box. Your slide deck will then come up as your main screen. • If you are playing in audio, please ensure you tick 'share computer sound'. |  |

7. Recommended

- Use a lapel microphone
- Record your screen as a back-up, recommended apps:
 - QuickTime Player
 - PhotoBooth (Macs)
 - Vimeo Record
- Send audio or video file via <https://wetransfer.com/> to ricardo.medina@definitearticlemedia.com

