

RECOMMENDED SYSTEM SETUP FOR VIRTUAL EVENTS

Presenting content in a virtual event is quickly becoming the norm in today's environment. With a few simple tips you can be confident in your delivery for a successful presentation.

1. BE PREPARED



- > Speed Test – Click [HERE](#) to test your connection to the internet
 - Upload speed should be at least 8 Mbps
 - Download speed should be at least 16 Mbps
 - For the most stable connection, plug an Ethernet cable into your computer from your internet router
- > Ways to Increase Speed
 - Close unnecessary browser tabs and pause software updates running in the background
 - Disconnect all unnecessary devices from your Wi-Fi (i.e. smart TVs, Alexa/ Google home, cellular devices, etc.)
 - Make sure to use a modern and up to date browser such as Google Chrome or Firefox when launching the speaker platform (not Internet Explorer)
- > Video Camera Test – Click [HERE](#) to test your video camera resolution
 - Your camera should be at least 720p or 0.9 MP (megapixels)
 - If your camera does not meet the suggested resolution, consider an attachable webcam [OPTION 1](#) or [OPTION 2](#)
 - Practice by recording yourself using your webcam
 - Test out the tech platform to familiarize yourself with the features



2. SOUND CHECK

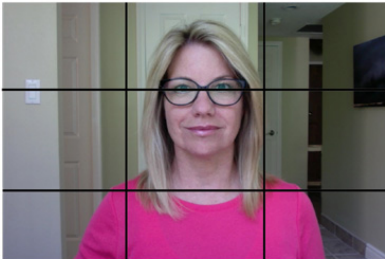


- > To avoid an echo, make sure to join with your mic & speaker muted
- > If your computer's internal audio is unclear, sometimes headphones or external microphones will work better. Consider purchasing a USB microphone such as Blue Yeti or Shure mv5 for the best sound
- > Find a quiet spot to avoid background noise and turn off all notifications on your computer to avoid distracting yourself or your audience during a broadcast.
- > Silence all devices

3. LIGHTING CHECK



- > Make sure you are using front-facing light to ensure the audience can see you clearly and to reduce shadows
- > Ensure good light on your face by facing a window to allow natural light to illuminate you. Avoid back-light (or lights from above) as it creates shadows. Where needed, supplement by putting a lamp or ring light behind your webcam
- > Consider purchasing a lume cube or led ring light



4. FRAME YOURSELF

- > Center yourself leaving a small margin over the top of your head and having both shoulders in the frame
- > Check your posture. Try standing up. If seated, lean forward to avoid slouching
- > Elevate or suspend your webcam/camera so that it is at eye level or just above eye level
- > Opt for solid color outfits and backgrounds as some cameras will act up with stripes and checkered patterns
- > Darker color clothing is better

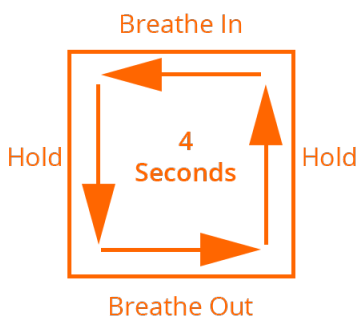


5. YOUR BACKGROUND



- > Use a background that aligns with the message you want to convey
- > Make sure your background is not cluttered
- > If you choose a virtual background, make sure it is not distracting
- > Use neutral and subtle colors in the background to keep the focus on you. Having a plant, a piece of artwork or bookshelf in the back is a nice touch

6. FINAL CHECK



- > Breathing exercise: take a deep breath in through your nose for 4 seconds, hold for 4 seconds, and release through your mouth for 4 seconds
- > Maintain eye contact with the camera – don't look at yourself
- > Remember you are not talking to the camera, but rather through the camera
- > Imagine the audience is on the other side



ZOOM WEBINAR TIPS

Please note: Speakers/Session chairs will not need to download Zoom Webinar if they cannot or do not feel comfortable doing so. They can access the sessions in the [Zoom Web Client](#). Since some are not allowed or do not feel comfortable sharing their screen using zoom, we are having technical support share their screen with the presentations during the live sessions. Speakers and session chairs will only have to unmute/show their webcam.

Zoom Meeting

Attendees can share their own audio and video (if enabled), and can interact with the Speakers, Session Chairs, and other Attendees from the Q&A and chat.

Zoom Webinar

Attendees are view-only participants and their view during a spectator event is controlled by the Host. Attendees can interact with the Host and Panelists from the Q&A and chat.

Speakers and Session Chairs have access to tools that allow them to enhance their participation, such as the ability to respond to chats, answer questions in the Q&A window, the ability to enable Attendees' audio and video privileges upon entry, and to mute/unmute Attendees' audio.

Additional Helpful Resources

- > [Introduction to Zoom](#)
- > [Quick how-to videos](#)
- > [Join a test meeting](#)

TIPS ON SELF-RECORDING A PRESENTATION

Accepted Video Formats:



- > File Types Accepted: .mp4, .mov, .avi, .mpg, .mpeg
- > File Size Max: 250MB
- > Video Resolution: 480p, 720p, 1080p. Videos will be scaled to 720p
- > Screen Resolution: Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080. Instructions for changing computer resolution in Mac and in [Win 10](#).

Do not use the recording capability built into Powerpoint. We have found the resulting MP4 is not good quality.

Options for Recording Your Presentation Video File:

OPTION 1

Use a Screen Recorder to Record Your Slide Presentation ONLY (no webcam)

Mac

- > Use the screen recording feature built into QuickTime Player, and upload the recording as a Quicktime (.mov) file

or

- > Use the screen recording feature built into Keynote (included with most Apple devices), and upload the resulting M4V file. To edit the recording created with Keynote we recommend iMovie (included with most Apple devices). Please save your file as: Resolution:1080p, Quality: high, and Compress: Best Quality and send us the MP4 recording.

Windows

- > Use Flashback Express (very easy to use, free forever), and upload the Flashback (.fbr) file.

Windows or Mac

- > Use [TechSmith Snagit](#) (free 15 day trial), and upload the MP4 recording.
- > Use [Zoom Meeting Application](#) (free account), and upload the MP4 recording.



OPTION 2

Use a Screen Recorder to Record Your Slide Presentation AND Webcam

Snagit

1. Click the Video button on the bottom left corner.

For Mac: click Capture button in the top left, then a box appears on the top right, here you can click "Video" and change the selection to "full-screen".

2. Selection setting should be "Region".

For Mac: leaving this as full-screen yielded best results.

3. Share setting should be "None"

4. Webcam should be turned off. You can turn it on during your presentation at any time if you like.

5. Preview in Editor should be ticked in the on position.

6. Capture Cursor should be ticked in the on position.

7. Record Microphone should be turned on, click the arrow to ensure the correct microphone is selected.

8. Optionally, if you have audio in your presentation (perhaps from an embedded video or YouTube link), Restore System Audio should be ticked on.

9. Capturing your video with Snagit:

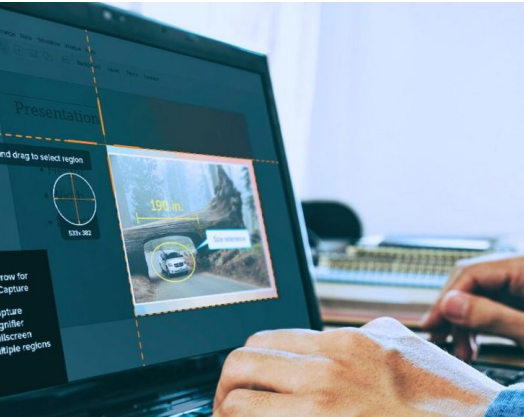
> Press the red circular capture button.

> Press the "F" key on your keyboard to record the fullscreen.

For Mac: does not apply in Mac.

> Press the record button on the toolbar.

> Optionally, while recording you can click on the video icon on the small grey Snagit toolbar to record your webcam video. For Mac: in order to turn your webcam on during your presentation: bring your cursor to the lower right and hover over the person icon, it will read "Switch to webcam", click. To switch back to recording the presentation on your screen: hover over the same icon, it will read "Switch to screen", click.



Prepare Your Settings in Zoom

1. When you start the Zoom Meeting Application, you will see a settings wheel icon in the top right of the application window:
2. Click the Settings button.
3. Click the "Video" menu on the settings column on the left hand side of the screen.
 - > If you would like to record your webcam along with your presentation, Uncheck "Turn off my video when joining meeting".
 - > If you don't want to record your webcam along with your presentation, Check "Turn off my video when joining meeting".
4. Click the "Audio" menu on the settings column on the left hand side of the screen.
 - > Check your speaker and microphone to make sure you can hear yourself in your microphone. Ensure the correct Speaker and Microphone is selected in the dropdown list if you have trouble hearing yourself.
5. Click the "Recording" menu on the settings column on the left hand side of the screen.
 - > Make note of the location where your Zoom recordings are stored, you can change this by clicking the "Change" button.
 - > Optional: There is an option to choose where to store your recordings after each meeting ends.
 - > If you would like to record your webcam along with your presentation, Check the "Record video during screen sharing" checkbox, this will reveal another checkbox "Place video next to the shared screen in the recording", check this checkbox as well.
 - > If you don't want to record your webcam along with your presentation, uncheck "Record video during screen sharing."
6. Close the Settings window.

Record in Zoom

1. Click the "New Meeting" button on the Zoom Meeting Application home screen.
2. Click the "Join with Computer Audio" button.
3. Click the "Share Screen" button on the bottom of your screen.
4. Ensure "Screen" is highlighted in blue.
5. Check the box "Share Computer Sound" in the bottom left corner.
6. DO NOT check the box "Optimize Screen Sharing for Video Clip" this will prevent you from recording your mouse activity and your Webcam.
7. Click the "Share" button in the bottom right corner.
8. To begin recording there are several ways to do this depending on the type of computer you have:
 - > [On Windows PC we recommend this for a smooth recording](#): Press and hold down ALT + R to start the recorder. To pause recording at any time press and hold down ALT + P. To unpaue the recording press and hold down ALT + P again.
 - > [On Mac we recommend this method for a smooth recording](#): Press and hold Shift + Command + R to start the recorder. To pause recording at any time press and hold down Shift + Command + P. To unpaue the recording press and hold down Shift + Command + P again.
 - > [Alternate method on Mac or PC that may require video editing afterwards](#): Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Record" option.
9. If you selected to record your Webcam, you can hide the webcam while you give your presentation at any time by hovering over the webcam video and clicking the grey minimize button. The webcam will disappear and will now only be a small black bar. You can show the webcam again by hovering over the black bar and clicking the grey maximize button. note: Whenever you hide the webcam video it will disappear in the recording, whenever the webcam is visible you will see it in the recording in it's own area outside of your presentation. So at no point in your presentation recording will the presentation be obscured by your Webcam video.
10. When you are finished with your presentation there are several ways to stop recording and they depend on the type of computer you have:
 - > [On Windows PC we recommend this for a smooth recording](#): Press and hold down ALT + R to stop the recorder.
 - > [On Mac we recommend this method for a smooth recording](#): Press and hold Shift + Command + R to stop the recorder.
 - > [Alternate method on Mac or PC that may require video editing afterwards](#): Drag your mouse to the Zoom Meeting Control panel. Hover over the "more" menu and select the "Stop Recording" option.
11. Drag your mouse to the top of the screen and click the red "Stop Share" button.
12. Click the red "End Meeting" button in the lower right corner of the screen.
13. Click end meeting for all.
14. Wait for the Zoom Meeting App to finish converting your recording.
15. Click on the mp4 to review your recording.