Remote Presenter Discovery

CORPORATE
EVENTS INC

COLLABORATE. ENGAGE. INTERACT.

We recommend the following for the smooth running of a live webinar/virtual presentation:

- We will run all presenters for the event (or room) in one video call.

- You will be invited by the webinar host to present at a specific time and at the end of the presentation you will pass back to the host.

- The online audience will either be a passive audience on the webinar call or watching at the other end of a live stream, which receives the webinar output from our equipment.

Setup

- A fast internet connection. You can check your speeds here: https://www.speedtest.net/. Ideally for HD, we'd be looking at 2mbps up and down or faster. A wired connection is ideal. WiFi generally gets faster the closer you are to the router, so try to avoid being too far from it. WiFi doesn't like thick walls! During the webinar, please restrict other internet use on your connection (eg. family streaming video, big uploads/downloads etc).

- Laptop/computer with a webcam.
  You might need to allow the webinar software access to this.

- Headphones/headset with a microphone.

- A light source. This can be a desk lamp, pointed at you or a window in front of you.

Top tips

As a general guide, we recommend:

- Wear headphones, so that the webinar system doesn't have to work too hard to noise cancel the speakers. Headphones will enhance your sound quality.

- Don't be too far from the microphone. Try to present from a quiet room. Good, clear sound quality makes a big difference!

- Don't be backlit. A bright light or window behind you will cause your image on the video to be dark. Ideally, put a light source or window in front of you.

- Don't have a wall too close behind you. The video will look nicer if there is a bit of separation between you and the background.

Speaker technical familiarisation and rehearsal

Before the live event, we will schedule a convenient time where all speakers and event managers/producers will participate in a video call for a technical run through.

During this call, we will:

- Familiarise you with the webinar interface.

- Iron out any technical issues. We will be on hand to assist with any issues. This is to ensure that on the day of the event, we don't have to troubleshoot presenters.

- Run through the agenda, making sure that everyone involved will see how the webinar will flow. Everyone will also learn how they will be queued and how the webinar hosts will link everything together.

- Have a practice poll, Q&A session etc with simulated audience interaction.

- Any other technical questions you might have will be answered.

Day of the webinar

- On the day of the webinar we will conduct a final sound and video check before the session starts.

- If you don't intend to talk, please mute your microphone. We will mute your microphone if there is noticeable background noise. If you're muted, you can temporarily un-mute and talk by pressing your space bar. This acts like a push to talk mic.

- Please disable any background app notification sounds, such as messengers which may chime during the meeting. Ideally, close those apps down.

- Dress to impress: You'll be on video, so be sure to wear business attire. We recommend solid colours as opposed to garments with patterns.