Online Event Support: Recommended Practices

Connection

For all online/hybrid events, presenters should review the following recommendations to ensure the broadcast has a strong reliable internet connection:

Remove background processes: running applications can use up computer resources. Please ensure that only the necessary applications needed for the event are running on your computer.

Use an ethernet connection: a Wi-Fi signal provides a less stable connection than a hardwired connection. It is recommended to have an ethernet connection to the home router in order to maximize the stability of the presenter's audio and video feed.

Reduce local traffic: be conscious of other internet traffic in your local network. If other people in a household are using high traffic internet such as online games or streaming videos, there could be a reduction in the quality of the feed.

Check your internet speed: the minimum internet speed to send and receive an HD video is 5Mbps down/2Mbps up. You can test your internet speed at any time by going to this link: https://fast.com/#. If it does not meet the minimum speed requirements, then it is recommended to participate in the event from another space that will meet the internet requirements.

Audio/ Video

Aside from the connection, there are a few things a presenter can do to make sure they have the best looking and sounding video feed possible:

✓ In order to minimize audio feedback, headphones or earbuds should be worn.

✓ It is recommended that when placing a camera and yourself in the frame of a video, you position it so that you fill about 80-90% of the vertical space in the frame and that your face takes up about 40-50% of the frame as well. In other words, you should be framing your head and shoulders and down about as far as your elbows.

✓ Attention should be paid to backgrounds in the camera image and should be clean and professional; the presenter should be the prominent subject in the image with the camera on a stand mounted level with the face (not aimed up at the face).

✓ Lighting is highly recommended so that there are minimal shadows on the presenters face and the skin tones are accurate.

✓ Attention should be paid to any windows in the room as they can be detrimental to the broadcasted image, you should be facing toward major light sources in the room if possible (such as windows).

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