

BE PREPARED FOR OUR LIVE STREAM EVENT



Check Video & Audio:

- Please **clean** your webcam lens with a **tissue** before our live meeting.
- Sound is key, in a way more important than the video itself. Please avoid being in a large room with no furniture as the sound may resonate. Skip being in an open office with colleagues nearby.
- Depending the number of live speakers, we may recommend you to use headphones to avoid sound looping, echo, feedback, ... We also encourage you to prefer an external microphone to the computer standard microphone.
- On a desktop, you can also use your mobile device headphones with built-in microphone, assuming your computer knows how to handle them (audio jack or Bluetooth). You're welcome to use AirPods (or equivalent) headphones, but please check they're fully charged before going live.
- A USB driverless external microphone is also a good idea as the audio jack input is not always well configured.
- Stop notifications (desktop & mobile) that can interfere with your live video.
- If you're using a mobile to connect, place it in the LANDSCAPE (wide) position. If you are live from home do not hand-hold your device, but do your best to place it in a stable position, or use a tripod.

Check how you will look great:

- Do not position yourself with a bright window behind you.
- Don't be too close or too far from the camera. Place your camera frame at eye level. We will check this during the last rehearsal 15mn before the show.
- As much as you can, look at your camera when you speak. If using a computer why not placing a "Look Here" post-it with an arrow pointing to the camera on your computer to remind you where to look when you're talking.
- Is your background pleasant. Does it add to the story, distract from it, or is it neutral?
- Please wear a monochrome-coloured shirt (light-blue, white), avoid stripes, and thin lines.

- Ensure you have a good-hairday.
- If you are sharing slides with the audience, a second screen is welcome to ease your presentation. 1st screen will be focused on live interactions, chat, webcam, ... the 2nd screen will be focusing on your full screen presentation.
- If you feel comfortable with, you can stand up and have your computer at face level for a more dynamic attitude.
- Rehearse your starting sentences out loud in front of the bathroom mirror, to ensure that what you are about to say has a good rhythm and flow.
- You can also have your notes on a paper, tablet, ...

Check your connectivity:

- Except if you need to demonstrate Internal web based solutions, VPN is not needed, so switch it off and you may enjoy additional bandwidth depending your connection.
- **Mandatory : you must visit www.speedtest.net (made by ookla) and report your results before the show. If your results are too bad, and you have no options to improve them, you will not be able to join the live as presenter.**
- Depending if you use your desktop or smartphone, choose whatever is stronger : WiFi, wired connection, or smartphone data plan.
- If you have a weak WiFi signal, TURN OFF WiFi so it doesn't automatically connect or try to connect to the weak WiFi.

Before the show:

10 days before, please send us your picture and a short introduction to prepare the announcement.
The day before, please send us your presentation and any video you would like to use. This will secure your live if you have issues.

Please connect 15 to 10 mn before the show for final checks.

Do not try to open the spectators livestream (workplace, facebook, youtube) as there is a few seconds delay that will interfere with our live video producer user experience.