






Presenter Audio/Video Checklist

When onboarding webinar presenters, please make sure we're aligning to the following best practices to ensure a smooth event.

Best Practices for Presenter Device Setup

<p>1. <u>Position Yourself in a Place with Consistent, High Speed Internet</u></p> <ul style="list-style-type: none">- Plug into Ethernet if possible (to be consistent), or- Move close to your Wi-fi Router (to minimize sources of interference between Router and Device)- System Requirement: Consistent 10MBPS Download / 10MBPS Upload	
<p>2. <u>Disconnect VPNs and Strict Corporate Firewalls</u></p> <ul style="list-style-type: none">- VPNs throttle upload speed, causing major lag- VPNs/firewalls can block audio/video streams- System Requirement: 10MBPS Download / 10MBPS Upload	
<p>3. <u>Use a Desktop/Laptop Computer</u></p> <ul style="list-style-type: none">- Restart your computer ahead of time- Close Skype, Zoom, Microsoft Teams, etc. so they don't hog your webcam- Close excess programs + tabs so nothing hogs memory & CPU- Use an updated Operating System.- Avoid using iPad/Tablet if possible.	
<p>4. <u>Presenters Should Use Chrome or Firefox Browser</u></p> <ul style="list-style-type: none">- Make sure Chrome is up to date- Click ... (top-right corner) > Settings > About Chrome- If necessary, run an Update before the webinar so it doesn't run in the background during the webinar	
<p>5. <u>Use a Headset, Headphones, or AirPods</u></p> <ul style="list-style-type: none">- Maximize audio quality and minimize any feedback or echo	

6. If All Else Fails, Use Presenter Dial-in

- If you're on the go, or can't meet the system requirements on your computer, try presenter dial-in
- When logging on, choose Dial-in Audio instead of Computer

