

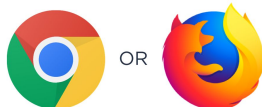



## Presenter Audio/Video Checklist

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

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|--|---|
| <p>1. <u>Position Yourself in a Place with Consistent, High Speed Internet</u></p> <ul style="list-style-type: none"><li>- Plug into Ethernet if possible (to be consistent), or</li><li>- Move close to your Wi-fi Router (to minimize sources of interference between Router and Device)</li><li>- System Requirement: Consistent 10MBPS Download / 5MBPS Upload</li></ul> |    |
| <p>2. <u>Turn Off VPNs and Strict Corporate Firewalls</u></p> <ul style="list-style-type: none"><li>- VPNs throttle upload speed, causing major lag</li><li>- VPNs/firewalls can block audio/video streams</li><li>- System Requirement: 10MBPS Download / 5MBPS Upload</li></ul>  |    |
| <p>3. <u>Use a Desktop/Laptop Computer</u></p> <ul style="list-style-type: none"><li>- Restart your computer ahead of time</li><li>- Close Skype, Zoom, etc. so they don't hog your webcam</li><li>- Close excess programs + tabs so nothing hogs memory</li></ul>   |   |
| <p>4. <u>Presenters Should Use Chrome or Firefox Browser</u></p> <ul style="list-style-type: none"><li>- Make sure Chrome is up to date</li><li>- Click ... (top-right corner) &gt; Settings &gt; About Chrome</li><li>- If necessary, run an Update before the webinar so it doesn't run in the background during the webinar</li></ul>                                     |  |
| <p>5. <u>Use a Headset, Headphones, or AirPods</u></p> <ul style="list-style-type: none"><li>- Maximize audio quality and minimize any feedback or echo</li></ul>  |  |
| <p>6. <u>If All Else Fails, Use Presenter Dial-in</u></p> <ul style="list-style-type: none"><li>- If you're on the go, or can't meet the system requirements on your computer, try presenter dial-in</li><li>- When logging on, choose Dial-in Audio instead of Computer</li></ul>   |  |