Technical Recommendations for Remote Presenters
Network Connectivity

For the best broadcasting experience, we recommend that:

• Your Internet service is 10Mbps or more of stable upload capability.
• Conferencing devices, laptops, etc., are physically connected to your network router, and you are not using WiFi.
• There are no other users on the same network consuming additional bandwidth to avoid network congestion

Test your internet speed here: www.speedtest.net
Camera Readiness

Cameras should be HD quality resolution, ideally 1920 x 1080 - however, 1280 x 720 is adequate.

Cameras are either built into your laptop, or can be connected via USB cable for high resolution.

Microphones are either built into your laptop, or can be connected via USB cable.

USB cabled microphones often work best because they can be positioned close to your mouth - such as gooseneck, lavalier, or headset microphones.

Audio speakers or headphones are required for you to hear the host, other presenters, and instructions from the technical team.

Our production team will be working with you to evaluate and set up your system. If we determine that we need to supplement any of your equipment (video, audio, lighting), we will supply a production kit for you prior to the rehearsal.
Environment, Camera Placement, Framing, and Lighting

- Ensure that your presentation environment is free from distractions, such as background objects, noise, backlights, and other interruptions. Do not depend on virtual backgrounds, which might not be available through the selected conferencing platform.

- Sit upright in a chair in front of your camera and monitors. Maintain your seated position throughout your presentation and avoid drastic or repetitive movement, swaying, or shaking.

- Camera placement is imperative. During most of your presentation, when you are “on-camera,” you will need to look directly at your camera, so you can give the impression that you’re looking at the audience. To help with this, your camera should be placed directly in front of you at eye level. Do not position the camera too high or low, to avoid looking up or down.

- Keep yourself framed in the center of the camera, and don't sway back and forth.

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Environment, Camera Placement, Framing, and Lighting

Head & Shoulders Framing

- **Headroom**: Distance between top-of-your-head and top-of-frame should be *less than* the distance between your chin and bottom-of-frame.

- **Lower-third**: Leave ample room between chin and bottom-of-frame to allow for graphic overlay of your name/title.

Lighting

- Do not have a light source behind you (window, lamp, etc.)

- Look for a consistent amount of light (fill light) versus a single point source that casts shadows

- Ring lights or other LED lighting placed behind the camera will help video quality, especially in darker rooms

continued
Environment, Camera Placement, Framing, and Lighting

Presentation Materials
Production will work with you and your presentation materials, (e.g. slides, whiteboard, etc.) to optimize audience engagement.

Cues
Production will rehearse with you to ensure supporting materials are properly displayed on-screen based on the segment flow. Note that the on-screen audience experience is controlled by our episode directors from the multiple video feeds that makeup each segment.

Comfort Monitor
Production will provide you an ‘audience’ view through the platform, so you can easily know when you, or your supporting materials, are on-camera.