

Presenter Guide – Live Streaming

- Live Streaming is a live presentation with the speaker dialling in via Zoom
- It is interactive - in that the speaker can see and hear the audience and vice versa
- The speaker's PPT presentation will take up the majority of the screen, with a small insert of the speaker in one corner
- **Please do a pre-recording of your presentation just in case the live stream fails.**

Camera position

Your camera should be at eye level. You want a straight on face shot (not looking up your nose!). Remember to remain central to the camera shot, and look at the camera when talking to the audience.



Lighting



Your webcam will need good lighting to make you look your best. **Avoid bright light behind you, including windows.** If you have a portable lamp, we suggest you place it behind your camera, and where it best lights your face evenly. It might not be directly at you, but reflected off a wall in front of you for example.



Rehearsal 1 with the AV Tech from Vidcom (3 weeks prior to event):

Vidcom will send you a meeting link for a specific time. Please join this meeting at that time. You should see your camera (you) as a small video, and presentation (if run by the video tech) as a large video.

- Choose **Side-by-side mode** from **View Options** dropdown.
- Choose **Gallery View** so you can see all presenters and alert messages from the AV tech. You can use the slider between the small camera feeds and the large feed to resize them.
- Open **Chat**, this may be on the main bar, in the **More...** dropdown depends on exact mode Zoom is running.
- If you are sharing your presentation from your device, click **Share Screen** and select the appropriate **Screen**.

- When you are sharing your screen, you can give others remote control if need be.
- If Vidcom are hosting the presentation, you can **Request Remote Control** from **View Options** dropdown.
- Keep yourself in the centre of your camera shot as much as possible. We use a narrower shot than the camera captures.

Rehearsal 2 (immediately prior to event):

- Follow the steps in Rehearsal 1.
- **Mute** your mic while you are not presenting.
- Remember to **unmute** when you need to talk.
- Please keep your screen share and camera active at all times during the livestream, muting or disconnecting can disrupt the stream for everyone else.

Going Live

A Vidcom Tech will coordinate with the presenter(s) that we are going live, and will communicate through the Chat window or “alerts” screen as required.

Please mute/disable all other system sounds so email notifications etc don’t interrupt, and likewise, close other unnecessary programs while you are presenting.

Q&A

Questions will be taken from the audience at the appropriate Q&A time. The chair or moderator can repeat the question if necessary, and the presenter can then answer it.

If you need assistance with any of this, please email webstreamadmin@vidcom.com and we’ll help you as soon as we can.

