# **BigMarker**

## Presenter Audio/Video Checklist

#### Best Practices for Presenter Device Setup

## 1. Position Yourself in a Place with Consistent, High Speed Internet

- 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



#### 2. Disconnect VPNs and Strict Corporate Firewalls

- VPNs throttle upload speed, causing major lag
- VPNs/firewalls can block audio/video streams
- System Requirement: 10MBPS Download / 10MBPS Upload



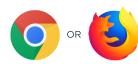
#### 3. Use a Desktop/Laptop Computer

- 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.



#### 4. Presenters Should Use Chrome or Firefox Browser

- 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



#### 5. Use a Headset, Headphones, or Airpods

- 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

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