






## Presenter Audio/Video Checklist

### 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"><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 / 10MBPS Upload</li></ul>	 The icon consists of three curved lines on the left and right, representing signal strength, with the text "STRONG WiFi" in blue in the center.
<p>2. <u>Disconnect 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 / 10MBPS Upload</li></ul>	 The icon is a blue shield with a white border and the letters "VPN" in blue in the center.
<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, Microsoft Teams, etc. so they don't hog your webcam</li><li>- Close excess programs + tabs so nothing hogs memory &amp; CPU</li><li>- Use an updated Operating System.</li><li>- Avoid using iPad/Tablet if possible.</li></ul>	 The icon shows a laptop computer with a colorful, abstract background on the screen.
<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>	 The icon shows the Chrome logo (a circle with four colored segments) and the Firefox logo (a stylized fox head) with the word "OR" between them.
<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>	 The icon shows a pair of black over-ear headphones with a microphone boom.

## 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

