

# Tech-Check Procedures

## For Live Streams

Prior to the event, the Live Stream technician will perform a tech-check with all of the presenters who will be broadcasting live. The tech check occurs about 1-2 weeks prior to the event, and each meeting takes about 15 minutes.



Speakers will schedule individual appointments via a shared calendar platform to reserve their own time to review their settings with a technician.



Speakers will log into the screen-share meeting link provided by the Live Stream Technician. Speakers will practice controlling their slides, sharing their webcam, etc.



The technician will explain the process for day-of setup, the waiting room, and the text chat communication that will occur throughout the stream. They may also provide tips and pointers to speakers for lighting, controlling audio quality, volume, etc.

# Recording Your Presentation For Live Streams

Pre-Recording content to be shared during a Live Stream is one of the best ways to gain control over a Live Presentation. Use the tips below to be sure to record correctly. You can record your presentation using Zoom, OBS, or a recording software of your choice



Position the camera you will be speaking into at eye level. This will allow for a more personal interaction with the attendees.



Be sure all lights are located behind the camera and are lighting your face.



Speak slowly and clearly, especially if closed captioning will be applied to your presentation.



Rewatch the recording before submitting to be sure you are satisfied with the video. Make sure there is no unwanted background noise, the lighting is acceptable, and the camera is at eye level.



Submit the video to the Conference Organizer. Files should be .mp4 files and have a resolution of 720p or 1080p. Name the file after the presentation. The event organizer will be sure to pass the file along to the Live Stream Technician.

# Day Of Event Procedures

## For Speakers



Speakers log in to the meeting link at their specified time, usually 30 minutes before they present. The Meeting Link will be provided to speakers by the Event Organizer.

All pre-recorded content and slide decks should already be uploaded in the file share folder.



Speakers will share slides from their computer within the Screen-Sharing platform.



Check the Internet connection before beginning. Consider plugging your computer into a hard internet line with an ethernet cable, if possible. Ask other people on the WiFi to limit heavy internet usage. This will ensure a strong connection throughout the stream.