

Technical Notes

The event begins at 1:30 pm EST, and we will start your interview at approx 2:00 pm EST until approximately 2:30 pm EST. We will incorporate a few audience questions. **We request that you join the Zoom meeting no later than 1:15 pm EST.** After a quick technical overview, you can leave your computer open with your audio and video turned off. **Please return to your computer by 1:50 pm EST** so you're ready to go when your session begins.

The above zoom link can be used to join the program as a panelist.

At 1:15 pm EST, we will be in a “virtual greenroom,” not broadcasting to the audience.

During the public broadcast, the Technical Director will keep you in this “virtual greenroom” by muting your video and audio until your interview.

The event’s Technical Director can turn off your video and audio, but—for privacy reasons—only you can turn on your video and audio.

When your interview is introduced (at approx 2:00 pm EST), the Technical Director will cue you (via a dialogue box that will pop up on your screen) to unmute both audio and video. **Please be sure to accept this prompt.**

We will start the broadcast at 1:25 pm EST. For~ 3-5 minutes, we will hold, with all parties muted, on an informational graphic, before diving into the event content.

You can control your own onscreen view. For a simplified experience, we recommend: Selecting “Gallery View” (where speakers appear side by side) rather than “Speaker View” (where the person speaking takes up the whole screen); you can switch between these options in the top right corner of your Zoom window.

Hiding non-video participants; this option appears in a dropdown menu when you click on the three dot icon in the top right corner of the speaker tile for a participant with their video off

Virtual Events Best Practices

We want you to look and sound your best onscreen. So we've put together this quick list of tips to help you get set up.

Lighting and Framing

- **Find the light.** If possible, sit facing a natural light source like a window.
 - Avoid having light sources behind you, or placing yourself in harsh sunlight.
 - If natural light isn't an option, it's helpful to use lamps in addition to overhead lighting. Position a lamp on either side of your computer to soften the light.
- **Know your angles.** You'll look and feel more comfortable with a straight-on view. Bring your camera up to eye level; you can place your computer on a stack of books to raise it.
- **Frame it right.** Viewers want to see your head and shoulders. Center your body onscreen and use the rule of thirds: your eyes should be positioned at the top third of the frame.
- **Clear the background.** It's okay to see your office or living space. Just ensure your background is free of clutter or items that might be distracting.
 - We recommend a simple background, perhaps broken up by something behind you like a bookshelf or piece of art.

Audio, Internet, and Devices

- **Get access to power.** Before setting up your camera, make sure you have easy access to power outlets so that your devices in use can be plugged in for the duration of the event.
- **Find stable internet.** Try to avoid places in your home with spotty wifi, and see if your phone can be used as a hotspot in case of an internet failure. If an ethernet connection is available to you, it's best to use that.
- **Ensure quality audio.** Find a quiet space to cast from. If you prefer to wear headphones, you can always thread them down your back; if they have a microphone, ensure it is still near your mouth. We'll have the opportunity to test your audio during our rehearsal.

How To Frame Your Shot

Ensure your eyes are level with the top third of the screen.



TOO FAR



TOO CLOSE



JUST RIGHT