

Virtual Presentations Guidelines for Professional Results

Rev.9

HARDWARE

- Ensure a high-quality USB 3.0 external HD webcam is used for optimum clarity. [More...](#)
- A professional PTZ camera with auto tracking and NDI connectivity, on a tripod, will provide best results. [More...](#)
- To avoid audio feedback, headsets will enhance audio quality substantially over built-in microphones. [More...](#)
- Should a headset not be available, consider earbuds or headphones, preferably with built-in microphones.
- Earbuds or headphones will substantially improve audio quality due to less echo cancellation efforts by application used.
- If using earbuds without built-in mics, lapel mics are a great alternate solution for a clean look. [More...](#)

BEST PRACTICES

- Ensure you are in a closed-door environment to minimize unwanted background noise and/or possible distractions.
- Take into consideration lighting as well as positioning in front of your webcam. [More...](#)
- Please ensure an empty wall as your background if using the virtual background option in most applications.
- [Green screens](#) are recommended to improve virtual background functionality.
- Using a wired connection to the internet is highly recommended.
- If wired is not available, please ensure you have a strong WiFi signal. Test your connection by navigating to www.fast.com or www.speedtest.net and ensure you have a minimum of 20-30Mbps available for high quality HD connectivity.
- Please ensure other household members refrain from heavy internet activities as to not affect your video connection.
- Mute your microphone any time you are not speaking by simply clicking the microphone icon.

REDUNDANCY

- Have your mobile device on standby in the event your household primary internet fails. Ensure platform application is installed and fully functional.
- Should there be issues with primary platform (Zoom, etc.), consider switching to an alternate platform (Teams, etc.) to connect to the Vantage Control Center. We are able to interconnect between any platform. Arrangements must be made well in advance of the event and additional cost may be incurred.
- We also support dial-in connectivity via traditional phone lines from which we can connect to an online broadcast. There is an additional cost for this service and arrangements must be made well in advance of the event.

Vantage Venues supports a broad range of platforms: Zoom, Microsoft Teams, WebEx, Google Meet, BlueJeans, GoToMeeting, Hopin, Pheedloop, vFairs, Brella, etc. All platforms have varying connectivity options. If you have any questions, please contact us at support@smpav.ca

If you require a copy of this document in another language, please contact support@smpav.ca