VIRTUAL PRESENTER GUIDE

PRESENTING AT AN EVENT

Thank you for agreeing to present at this event and we look forward to welcoming you to one of the First Sight Media virtual studios. We are keen for this to be a seamless experience for you and have collated this important information to guide you through the process of speaking at a virtual event produced by our team.

Whether you are joining live or pre-recording your session (or both), the process is the same, so please do take some time to read through the below and familiarise yourself with the procedures and our top tips on successfully presenting virtually.

Rather than Zoom or Teams, we use a professional video conferencing platform called vMix. This allows us to deliver high production values and a flawless experience for the event's audience. If you are familiar with vMix, great, this will be simple. If not, don't worry, the First Sight Media team are here to help you.

EQUIPMENT

An internet enabled device
We recommend the bigger the screen the better, so a laptop, desktop or Mac is preferable to an iPad or mobile phone.

Anything but Internet Explorer
If you are using a PC, you will need to use Chrome, Firefox or Microsoft Edge rather than old versions of Internet Explorer. Safari works well if you are a Mac user, but it is best to use a browser that has been recently updated.

Webcam
Presentations are far more engaging when the audience can see the presenter, so please have a webcam connected to your device.

Audio
For best results, we recommend an external headset with built-in-microphone. Despite what it does to your hairstyle it is usually much better than the speakers and microphone built into your laptop. We can't speak highly enough of the Blue Yeti if you really want to go to town. If you do not have an external microphone, don't worry, but simple headphones can often help reduce audio feedback.

Domestic Broadband Connection
Although this is not always the case, some company firewalls can interfere with or prevent a connection to vMix. For best results, please organise to be at home during your presentation and tech check slot with any VPN disconnected.

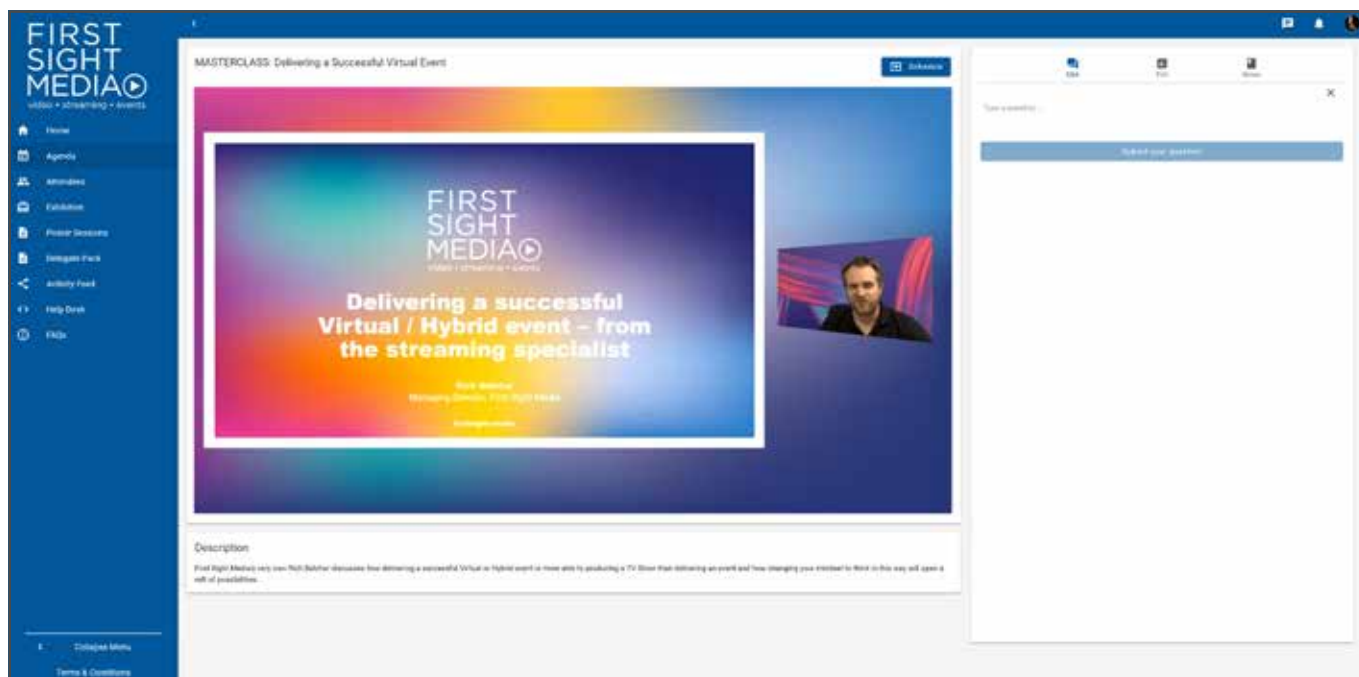**Laptop or Desktop computer**   **Webcam**   **Computer connected microphone**

WHAT THE AUDIENCE WILL SEE

To make every presentation as engaging as possible, the audience will see your slides alongside video from your camera. On the event day, our experienced technicians will cut between this view and full screen slides as appropriate to your talk or panel view with your fellow presenters for Q&A.

The live stream will be a one-way broadcast, i.e., you won't see attendees who have joined. However, the audience will be able to engage with you via the moderated Q&A panel. They can also provide feedback after every session in the feedback panel.

Any questions submitted will be posed to you as agreed by the session chairperson, either straight after your presentation or during the scheduled Q&A segment.

TECHNICAL CHECK

We will ask you to book a technical check in advance of your session in the weeks before the event. You can use our online booking software (details will be provided) to select a time of your convenience and we ask that you be in the same location that you will be on the day. This typically takes no more than half an hour.

We will start the session in a Zoom or Teams call (as most people are quite familiar with Zoom and Teams) so that we can instruct you before migrating over to the vMix (the platform that we will use for the recording and the event itself). If none of the available slots are suitable, please do let us know.

In your tech check, we'll walk through everything that will happen on the day so you can ask any questions and leave the session confident about the technology.

PRE-RECORDING

It is expected that you will be joining the session and delivering your presentation live. If you are presenting a keynote session you will be asked to pre-record your session, so we have it safely available in the event of any problems. You will be sent an additional invitation to schedule your recording using our online booking system with a slot at least 1 week before your scheduled live session.

Pre-recorded sessions will be captured using the same process and system the live session and should be delivered assuming an audience is watching (in 1 take). You may use your pre-recorded content instead of presenting on the day but will still need to join on the day for live Q&A. We may also ask presenters with 'spotty' internet to pre-record.

ON THE DAY

We will provide a calendar invite with your unique vMix code; all you will have to do is click to join the event. You will be asked to join at least 30 minutes before your session start time.

When you join, you will be greeted by a member of the First Sight Media technical team who will then run through final checks and make any adjustments to your camera set up and lighting before ensuring your microphone is clear. This will likely only take 10 minutes, after which, we will ask you to leave the connection open, but you will be free to relax (a cup [or glass] of something usually helps) whilst we wait for you to go live. You can of ask for clarification on any questions you may have.

We will have technical support throughout the session and an operator will guide you through the process. We also have a range of contingency plans if we have any technical issues, all of which we can cover in your tech check.

COUNTDOWN CHECKLIST

☐ **As soon as possible:** Gather the right technology and book your tech check.

☐ **2 weeks before: Attend a tech check with the nice people at First Sight Media (from the same place you will be on the day, using the same equipment).**

☐ **1 week before**: If you are presenting a keynote session, attend a recording session where we will capture your presentation 'as live'.

☐ **72 hours before:** Send the First Sight Media team your completed slide deck.

☐ **30 minutes before:** Use the calendar invite to connect to vMix, ready to present.

☐ **0 minutes before:** Deliver your presentation and answer live questions.

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