

Virtual Meeting Best Practices



Gatherings have changed for the moment. Fortunately, we can leverage technology to continue to share ideas and collaboration. To bring a professional and successful experience to the on-line meeting space, our team has come up with a few basic best practices. Implement the following for a boost on your next town-hall, forum, or collaborative event.

Keep all software and hardware up to date.

- Some features will only be available if your application software is up to date. With the changing landscape, updates have been common. Adjust settings to auto-update to take advantage of new features and event needed security implementation.

Choose a quiet space, away from distractions.

- This may seem like a given, but remember, your microphone will pick up the ambient noise around you. Also be aware of your background. Neutral backgrounds are the best! We want you to stand out in the foreground. Anything distracting surrounding you may impede on your presentation.

Dress to impress!

- Wardrobe choices directly impact body language, poise, and delivery. Dress as though you were going to the office and implement a good self-care routine.

Check your internet connection.

- The transmission of video, audio, and content takes a lot of data. For important hosting, we recommend 26 MBPS upload and download times. Run a speed test at speedtest.net to determine what speed you are getting. Also be aware of your antenna range. Although hard-wired is always best, most are taking advantage of WiFi. Make sure you have a strong antenna connection between your device and your wireless router.

Schedule your event early.

- Remember, your team needs a chance to add the event to their calendars. You will also want time to prepare content and possibly even schedule a rehearsal.

Develop an agenda and stick to it.

- We have found that an hour is a good block of time for an event gathering. Brevity is your best friend and less is more. We want our participants to not only be engaged, but to take the information we are presenting and run with it. Planning who will speak and for how long will go miles and miles further than winging it.

Develop three action items.

- Continue the collaboration by giving out three action items at the end of the event. This keeps the community involved after the call has completed.

Enhance your lighting.

- Utilizing a simple front light creates an approachable atmosphere. Companies are manufacturing inexpensive LED solutions that can be implemented fast. Click [HERE](#) for some recommendations.

Take advantage of Q&A.

- Get your participants engaged with thoughts and feedback. Many applications can implement a Q&A function. Have someone moderate and plan some time at the end for some interaction. If folks are shy, have some pre-planned questions or pick someone random from the audience.

Test audio and video with your presenters before your webinar.

- Make sure you can clearly hear and see your presenters before going live. With so many different device options and workstyle choices, it is imperative to make sure everyone can present and collaborate.

Include opening scripting.

- Welcome everyone to the call, provide some basic housekeeping, and introduce your host or first speaker. This helps everyone's mind transition and draws focus. Going over the agenda briefly also sets up expectation for the call. Remember - we are all doing something different before we dial in and need a moment to shift gears.

It's a conversation.

- At the end of the day, it's a conversation. Be your true authentic self! People identify more with naturalism. Its ok to make mistakes. If you have a goal and a direction that can be easily defined and followed, your event will be a success.

Technical Stuff.

- If you are playing back a video, below we have found a great recipe to get things looking and sounding the best over Zoom and many software playback applications.
- If you are sharing or playing back audio, make sure and turn original sound ON to release compression.

Recommended Media Codex: **1280X720 Apple ProRES 4:2:2 Standard** (not HQ or LT)

OR **h.264** Both in a **.mov wrapper** (.mp4 is not recommended)

Recommended Audio Export: **48khz Stereo / Framerate = 720p @ 30fps or 59.94fps**

Current Production Version: **5.4.9**

We hope that these twelve easy tips will help with your next meeting. If you would like more assistance with planning or execution, please reach out to us! Sometimes it just makes sense to engage an event producer. We can also record your event for you and provide editing, video on demand, and other services. Have fun, good luck and keep the collaboration going!

From our Team to Yours - Thanks!

David Productions Livestreaming

Event Checklist



Pre-Show

	Event Date / Time Scheduled (don't forget about time zones!)
	Panelist list & Attendee list created
	Panelist invites sent via email
	Attendee invites sent via email
	Agenda / run of show created / opening scripting drafted
	Hardware & software check (is my device functioning optimally?)
	Physical Site check (is my place quiet and free from distractions?)
	Morning check-in with event participants

Post-Show

	Event ended / closed properly
	30 min break for mental recovery
	Recording edits and file delivery / archive
	Video on Demand (if applicable) hosted, and link sent to participants
	Action item response
	Thanks, sent to panelists / attendees
	Content archived
	Schedule next event date

Please visit dpseattle.com for more information or to request technical assistance on your next event!

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