

VIRTUAL EVENT BEST PRACTICES

AUDIO/VIDEO

TEST THE AUDIO BEFORE YOUR WEBINAR/MEETING BEGINS

- Ensure your speakers and mic are working properly before the live event begins.
- Headphones help to reduce the risk of background noise, but they are not necessary.

MINIMIZE BACKGROUND NOISE

- Host your webinar/meeting in a quiet place. If you are in a noisy environment, using a headset with a mic often reduces background noise compared to your computer's built-in microphone. Using a headset will provide higher-quality audio than other built-in options.
- Turn off all appliances in the room, if possible.

MICROPHONE

- Keep muted at all times when you're not speaking.
- It is easy to toggle on/off, even when it's your turn to speak. When you're finished remember to mute to minimize background noise.

LIGHTING

- Your lighting setup is an important part of a virtual event. The lighting you use and the way they are set up will put your best face forward.
- Use a lamp and bounce the light off the wall in front of you, so it reflects back onto your face. If you only have one light source above or in front of you, the harsh lighting can cause dark shadows on your face or your background. Use multiple light sources from different angles to balance out your lighting.
- Sit facing a window that gets light, but make sure it's not too much light.
- Using a ring light will cast an even light onto the subject and reduces shadows in the face. A ring light is a simple lighting tool that is commonly used for beauty shots, portraits, and videography. They are readily available online and in-stores.

VIDEO

- Set the camera at eye level if possible.
- Make sure your background is tidy and appropriate. Minimize personal items as much as possible.
- Dress to impress. You'll be on video, so be sure to wear business attire. Clothing with solid colors as opposed to patterns are recommended. Be mindful of wearing accessories or jewelry if you are expressive with your hands as the noise and movement can be distracting.

VIRTUAL BACKGROUNDS

- If your real-life background is not as professional as you would like it to be, then virtual backgrounds are handy.
- The best solution to generating a great virtual background is to place a green screen behind you that spans your entire background that creates a chroma-keyed background using the green.
- The virtual background will work without the benefit of a solid color (green screen background) but often edges of your head and body may get some visual shimmer.
- MSMU branded virtual backgrounds are available for use.

WIFI INTERNET CONNECTIVITY

If you are experiencing any issue(s) with latency, frozen screen, poor quality audio/video while using a WiFi connection, try the following:

- Reboot your computer prior to session. This will help ensure a better connection.
- Close unneeded applications on your computer.
- Avoid other activities that will steal bandwidth.
- Check your Internet bandwidth using an online speed test, such as nperf, Speedtest, or Comparitech.
- Hardwire your internet connection. This will help you avoid any issues with an unstable WiFi connection, which can affect your audio quality and the overall attendee experience. For more information about how to hardwire your internet connection, contact Media Services.
- Try bringing your computer or mobile device closer to the WiFi router or access point.
- Turn off your corporate VPN if it's not required for the meeting.

NOTIFICATIONS

Remember to disable all notifications.

- On Macs: Top right corner has a notification center with a "Do Not Disturb" option. Toggle that 'on'.
- On Windows: Use Focus Assist. Right click on the notification icon on the taskbar. Select Focus assist and set it to 'Alarms only'.
- A common notification that flies under the radar is in-browser email windows. Be sure to close the email window on your browser just in case it dings.
- If your WiFi connection seems to be slow, reboot your router.

University and External Events

Need help? Contact Heather Schraeder at hschraeder@msmu.edu or Susan Lee at slee@msmu.edu