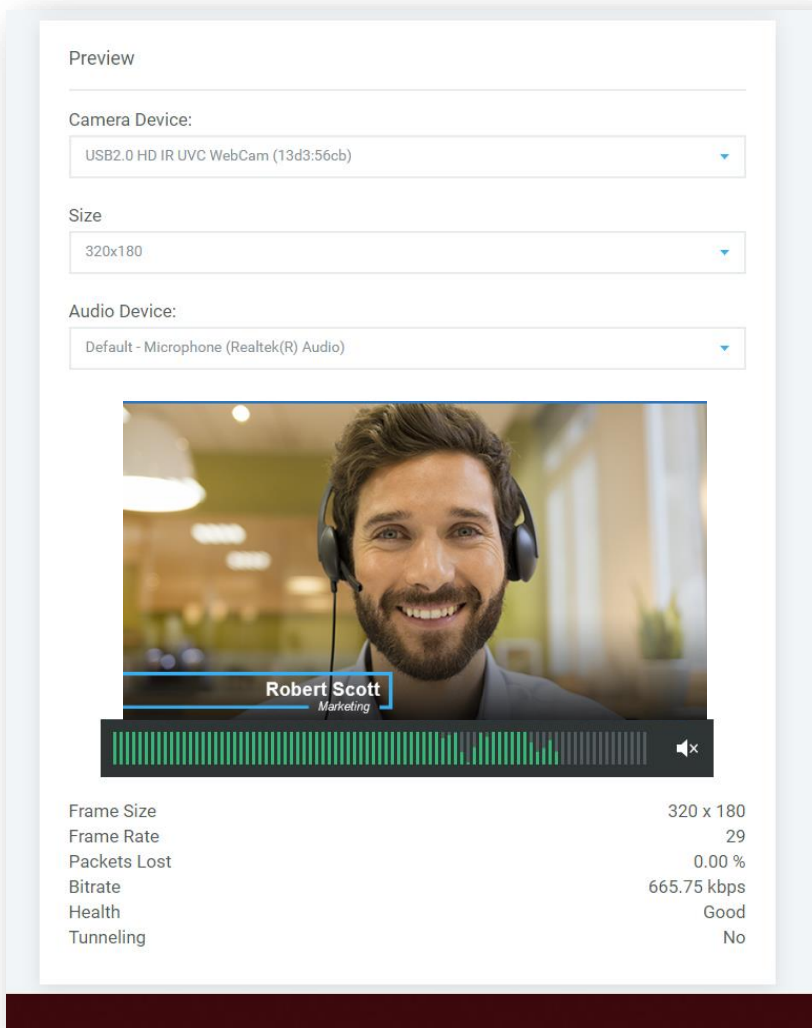


COMPLETE THE SPEAKER SYSTEM CHECK

We recommend that when presenting you use Google Chrome as your browser, but a full list of supported browsers can be found [here](#).

1. Click on this URL to complete your system check; [Speaker Check](#)
2. This process should take 1 – 2 minutes and
3. Upon completion you should see your video in the Preview Tab and note your audio levels.

Example: Successful Test.



Preview

Camera Device:
USB2.0 HD IR UVC WebCam (13d3:56cb)

Size
320x180

Audio Device:
Default - Microphone (Realtek(R) Audio)

Robert Scott
Marketing

Frame Size	320 x 180
Frame Rate	29
Packets Lost	0.00 %
Bitrate	665.75 kbps
Health	Good
Tunneling	No

If your test is unsuccessful

In the event your test is unsuccessful please click on the **Review Results** button in the bottom right hand side of your screen.

REVIEW RESULTS

You can copy your results and email them to

support@thestreamingnetwork.com

When sending results please include:

1. The name of the webinar/webcast or recording you are to be a presenter on
2. The Date of Time of your scheduled webinar/webcast or recording

1: PRESENTATION MATERIALS

The platform accepts Power Point and supports animations as well as video uploads. If your presentation contains videos, please provide these as a separate file when submitting your power point slides.

2: SCREEN SHARING

As a presenter you can share your desktop or a specific application. It is not recommended that you use the application share to share videos from the internet or your power point presentation for the best user experience.

3: POLL QUESTIONS & SURVEYS

Poll questions and surveys need to be built in the platform. If your presentation contains poll or survey questions, please provide them in advance via email or in a word document.

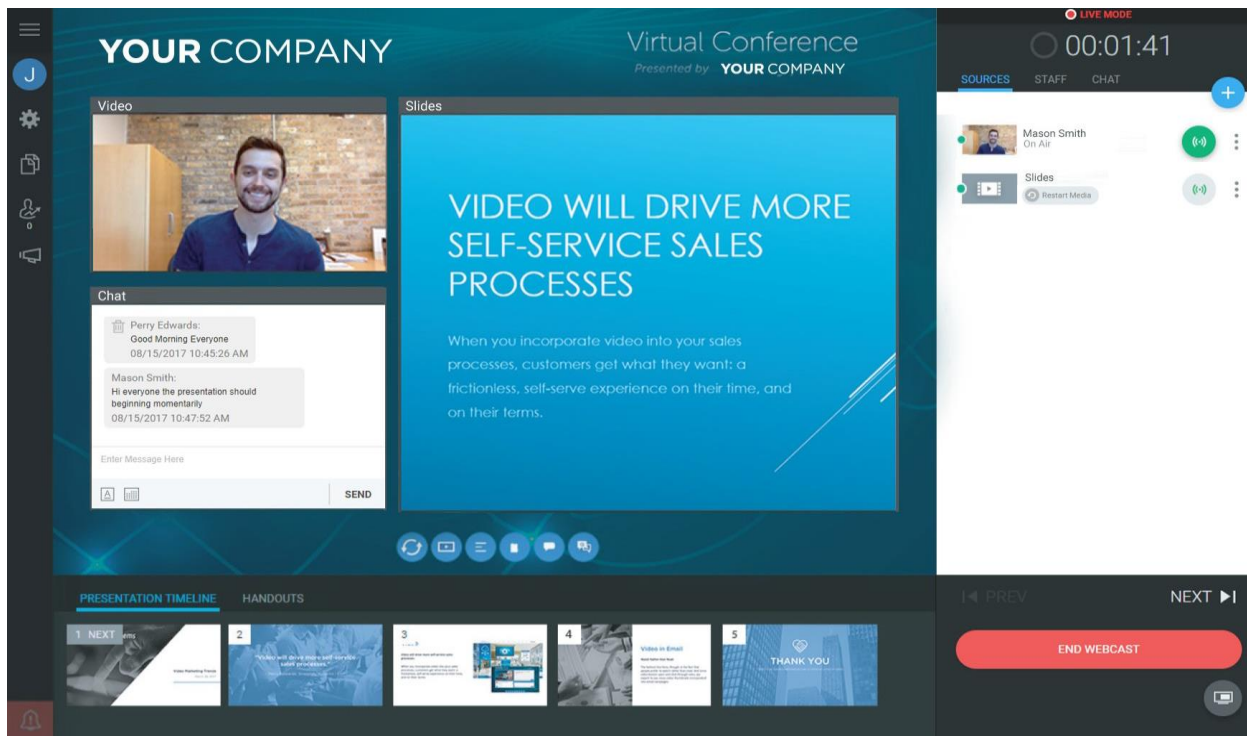
4: Handouts and Resources & CTA's

If your event utilizes the Handouts panel you can provide for upload PDF Documents as well as links to external websites. These will need to be provided 48 hours prior to your event or recording to ensure they are uploaded to the platform.

You can review all power point and presenter guidelines [here](#).

MANAGING YOUR PRESENTATION

When you log into the presenter console you will be in the back end of the system.



1. The system will automatically request access to your microphone and webcam
2. You will see your video in the top right under sources and your producer or moderator will connect you into the main window
3. You will have the ability to move slides by clicking on the NEXT button in the bottom right or double clicking on individual slides
4. You can launch the screen share by clicking on the icon below the Start/Stop webcast button on the bottom right hand side of interface
5. You can change your view by expanding or minimizing the video/slides or Q&A panel for your preferred layout

RAISE YOUR WEBCAM.

Ideally, you want the lens of your webcam to be level with your eyeline (or even slightly above it). Chances are, you've got a stack of books around, or even an old box—place your laptop on top, make some adjustments, and you should be good to go!

GIVE YOURSELF SOME HEAD ROOM

Position yourself about an arm's length away from the screen, and make sure you leave a bit of space between the top of your hair and the top of the frame. In the video world, this space is called "headroom."

ALWAYS FACE YOUR LIGHT SOURCE

If you have an obvious light source near you (like a window), be sure to always keep it in front of you, not behind you. When introducing yourself to a new client, it's best if you don't look like a mysterious shadow with no eyes. But seriously, light is a beautiful thing. Use it to your advantage.

If you don't have a window, or if you're shooting at night, don't just rely on the overhead lights in your office. If you happen to have an external monitor, place it right behind your laptop, and use it as a light source—a white background or zooming in on a white image will work best.

REMOVE PICTURES FROM YOUR WALL

This one seems intuitive, but it's easy to forget. Offices can get messy, and sometimes your coworkers leave old food behind. Don't distract your audience with clutter in the frame. A quick cleanup can do wonders.

AUDIO IS JUST AS IMPORTANT AS VIDEO

Audio can be tricky, especially if you've got an open office plan, but try your best to distance yourself from any background noise. If you truly can't escape the brouhaha, then plug in some headphones with a built-in microphone. With the mic closer to your mouth, your voice should cut through the noise more clearly

WEBCAM BEST PRACTICES



NATURAL LIGHT

Natural light is soft and flattering and when positioned right Infront of you such as in this image will limit shadows on your face and provide you with a good webcam image.



USING LIGHTS FROM YOUR OFFICE

If you are going to use lights from your office, ensure they are in front of you. If you only have one light that works positioning it directly behind the webcam and focused on your face.



IDEAL WEBCAM SET UP

By using a combination of natural light from the window and 2 lights positioned in front of the speaker lighting him from both the left and right he will have good light coverage for his webcam. His webcam has been elevated to his eyeline and his eye line and his desk is removed of clutter and distraction.