Best Practices for Successful Webinars and Remote Meetings: for Hosts, Presenters, Panelists

- **Basic Housekeeping:**
  - This will allow for ample time to cover procedural information, transitions, the run of show, and to test everyone’s connections and materials.
    - For the rehearsal (prior to event day), it is best to use the same equipment and presentation materials that you will use on event day.
    - It is also best to set up in the same environment that you will present from on event day.
  - Have all videos either properly embedded into the presentation or local on the device that is being used.
  - Laptop should connect to internet via Ethernet cable
    - If MIT affiliate, do not log into MIT VPN to access MIT internet. (MIT VPN is too slow.)
  - Turn off syncing for Dropbox & Crash Plan
  - If MIT affiliate, sign into Zoom: [mit.zoom.us](http://mit.zoom.us)
  - Have the latest version of Zoom installed

- **Audio**
  - Having an **external wired microphone** will provide the best audio quality.
  - While using an external microphone, you **must** wear headphones to eliminate feedback from laptop speakers into the microphone.
  - If the presenter will be moving around, they will need a lavalier microphone.
  - If the presenter will be stationary, a wired lavalier or microphone with a boom arm would be best.
  - **MIT AV Renting Options:**
    - Wireless USB Lavalier Microphone $80/day ([Sennheiser XSW-D](http://sennheiser.com))
    - Wireless USB Lavalier Microphone $45/day ([Samson XPD2](http://samson.com))
    - Wired Lavalier or Hand Held Microphone with a USB [Focusrite Scarlett 2i2](http://focusrite.com) interface (Mic is $40/day plus $25/day for the interface)
    - IOS Microphone w/lightning connection for iPhone or iPad $40/day ([Shure MV88](http://shure.com))...not recommended for use with laptops
  - **Purchasing Options:**
    - USB Wired Microphone with a Boom Arm
    - **USB Wired Mic w/Boom Arm – Yeticaster by Blue**
    - Wired Headphones with a built-in Microphone or Earbuds
- **Panasonic ErgoFit In-Ear Earbud Headphones with Microphone and 3.5mm TRRS connection**
  - Wired Lavalier with 3.5mm TRS connection
  - **Rode Lavalier Go**
    - Make sure that the laptop or recording device has the proper inputs to be compatible with the microphone.

- **Video**
  - Camera height should be at eye level.
  - Look at the camera when speaking.
  - Keep some distance between you and the laptop camera. A good distance is a forearm’s length.

- **Lighting**
  - Set laptop screen to a warmer tone.
  - Do not sit with a bright light (window) behind you.
  - Block window light.
  - Set up ambient light from different directions (beside and in front of you).
  - Do not sit in any shadows.

- **Space**
  - A simple and clean environment is best.
  - Avoid a location with a lot of decorations or knick-knacks.
  - Avoid a high traffic location; you want minimal interruptions and distractions.

- **Attire (try to avoid the following):**
  - A white or black top, these are harder for the camera to adjust for exposure.
  - Stripes or checkered patterns.
  - Noisy or jangling jewelry.
  - If avoidable, do not wear glasses to avoid light reflection.

- **Links**
  - **Zoom**
    - Sign-in page: [https://mit.zoom.us/](https://mit.zoom.us/)
    - Meeting Type Comparison Chart: [https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison](https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison)
    - Zoom Tutorials: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)
  - If you need emergency Zoom support:
    - Contact IS&T:
      - servicedesk@mit.edu