

Prepping for Presenting for the Community or Business Group

Please use this guide to create a positive experience for participants

The two most important parts are using a separate microphone and connecting to ethernet, not wifi.

Please DO NOT use the microphone from your computer or it will create a loud echo and ping. We will need to cancel the event if you do not have a separate microphone. Even a lavalier microphone (Just \$15) works if you don't have a professional microphone.

Please connect directly to Ethernet for the best audio quality if you want the event recorded and shared.

Recommendations:

- Please test and try Zoom BEFORE your event to be sure everything runs smoothly.
- Start with sharing your topic and name, then introduce yourself in no more than 2 sentences. You can use a longer bio in the text description.
- Aim for a maximum time of 45 minutes. You can go longer if you want to do Q & A for an extra 15 minutes.
- Final few minutes - Share how people can find you and your website (if applicable)
- Please do NOT sell anything. You can share your website or a free-opt-in or offer but please be sure it is something that is available long-term if you want the recording shared.

Setup Tips:

- To ensure the strongest internet connection, please turn off wifi and connect directly with Ethernet cables. Also, please perform an internet speed test at <http://speedtest.net/> - Please see Zoom's [System Requirements page](#) for more information.
- **Microphone:** Even a lavalier microphone (Just \$15) works if you don't have a professional microphone. Please do not use the microphone from the computer.

- **Earphones.** If you do not have a professional microphone then it is better to use a headset (not AirPods) with a microphone attached. Please do not use the computer speakers unless you use a separate microphone, otherwise, there will be audio issues and bad sound quality.
- **Camera:** Image should be close and centered showing from the upper-arm and up. Take a look at some of our previous events to get a sense of how far to be from the camera. You don't want to be too close.
- **Lighting:** Please ensure that your face is well lit in an evenly-lit space. Place a light in front of you and avoid being backlit. If there is a window behind you please close the shade.
- **Eye Contact:** Raise your screen/camera to eye level. Look at the camera, not the screen, so viewers can have the greatest sense of connection.
- **Background:** To keep the focus on your teachings, wear simple clothing and avoid clutter in the background. **Sit at least three feet (or more) from the background wall.**
- **Extraneous sounds:** Please silence your phone and any other computer/device notifications that make a sound. And if you have pets, anything you can do to make sure they won't need you during the event is great.

Please let us know if you have any questions. You can contact Gracie King in the community for additional support or my assistant Kia at info@juliejelland.com for tech support if needed.

Thank you!

Love,

Julie