



Live Presenters What-To-Know

Thank you so much for participating in California Trails and Greenways 2021! This document will provide a variety of information to assist you in preparing for your live Q & A session. See the **Technical Settings** document for important steps to prepare your computer for best functionality. If you have additional questions, please contact Callie Hurd at callie.hurd@parks.ca.gov or 916-584-3174.

Accessing Your Live Q & A

1. Access the platform using the unique URL that was sent to you the week before the event. If you haven't received a link, check your spam folder.
2. Find **your Q & A session** in the **Virtual Lobby** and click on the link. Plan to join your session at least 15 minutes in advance to allow for a microphone and camera check.
3. Click **"Join now."** You will automatically be added as a speaker to your session. (Note, if you click "Join as a Viewer," you will not be able to use your camera and microphone or share your screen.)

Notes:

- If you have another streaming communications software open (Zoom, Teams, WebEx) temporarily exit this application during your presentation.
- You will be able to **mute** yourself via the **microphone button** in the bottom left corner
- If you will be sharing any content during your session (i.e. slides, website, etc.) please have your material open and ready to go. To share your screen, click the **"Start Sharing"** button on the bottom left

Audio

- Microphone:
 - USB/external microphones are higher quality than internal laptop microphones.
 - Keep the microphone close.
 - Emote (portray emotion in a theatrical manner)!
 - Keep a glass of water close.

- Sound:
 - Feedback:
 - Use one source of audio - computer OR phone (not both).
 - Keep the volume of your speakers down to avoid creating feedback.

Video and Appearance

- Camera:
 - Position the camera so that it is just above eye level.
 - Treat the computer's camera lens as if it were your audience and look directly at it.
 - For the best lighting, use a camera lighting kit. Regular room lighting only lights from the ceiling down (casting a shadow on your face) and focuses attention on the top of your head. Camera lighting kits are affordable and easy to find on providers like Amazon.
- Makeup:
 - Makeup can help cover blemishes and reduce shine on your face.
- Clothing:
 - Jewelry attracts attention and can be distracting. Consider avoiding flashy jewelry. Long necklaces or large hoop earrings may move and lay out of place, creating a distraction.
 - Ties and pocket squares can move and display incorrectly, creating a distraction.
 - Colors: A camera will boost contrasts. Solids are best as patterns can distort and become distracting.
 - Good Colors: neutral and warm tones like gray or light pastels
 - Bad colors: white, bright red, all-black, and green (when using a green screen background).

Misc.

- You will be judged by your background. Consider using a virtual background. Otherwise, keep the background uncluttered and avoid or remove focal points like clocks, pictures, coats, doorways. What is seen WILL be looked at!
- Remind others in your environment (home/office) that you are recording. Consider placing a note on the door and locking the door.
- Keep environmental sounds to a minimum (good microphones can pick up those sounds).
- If using a chalkboard or dry-erase board, create a test video to ensure the chalk or markers can be seen. Dark markers like red and blue work best.