TECH TIPS

Simple

1. Always have 2 people involved in your webcast: one as the presenter, and the second as the Zoom host/tech lead.
2. Always have a co-host. This will keep your webcast running if your device shuts down for whatever reason.
3. Always rehearse. A day or 2 before the actual webcast, preferably 2 days.
4. Always have the latest version of zoom. Everyone. Be sure to remind your presenters and the rest of your tech team to do the same. Currently, version 5.5.4. Check for updates regularly.
5. Always create a Google drive folder and put everything for your webcast in it. Everything.
6. Always use a Zoom waiting room.
7. Provide your presenters with the Zoom Speaker Checklist.
8. Remember to screen share or verbalize Zoom etiquette at the start of your webcast. You can use our Please Remember slide.
9. Space your transitions. For example, if you have slides immediately following a video, have someone else cue up and screen share the slides, or ensure there is sufficient time for you to handle the transition.
10. Do not screen share a youtube or vimeo video directly. Convert it to an MP4 file, e.g. convert2mp4.top.
11. Cue your slides, audio file, or mp4 file before the webcast commences. Set up your Portion of Screen beforehand. Zoom will remember it. Be sure to click on Share Sound if you are playing an audio or mp4 file.
12. Remember to customize your waiting room message, so people have a means of communicating to someone. Make sure you obtain the permission from the person if it's their cell number that you are putting in the waiting room message. Your message can only be a maximum of 140 characters long.
13. Know the difference between pinning and spotlighting.

More complex

14. If you want to replicate a webinar, you can stop the screen share and the ability to unmute with all your participants. Make all your presenters and tech team co-hosts so they can screen share and unmute. Everyone will need to be in speaker view so that only the spotlighted speakers are visible.
15. Have your Contacts List available if your presenters or tech team members do not show up on time. Make sure you have all their cell numbers. Then call them if they're late!
16. If you pre-assign people to your breakout rooms, you must assign everyone else.
17. Do a debrief on your webcast immediately after, if there are lessons to be learned from your webcast, with your program lead, MC, presenters and tech team.