

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

- **Basic Housekeeping**
  - Arrive on time to the scheduled Practice Session or Rehearsal. This will allow for ample time to go over procedural information and to test each Host's, Presenter's, and Panelist's materials.
  - 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
    - Do not log into MIT VPN to access MIT internet. (MIT VPN is too slow.)
  - Turn off any syncing for Dropbox & Crash Plan
  - Sign into Zoom: [mit.zoom.us](https://mit.zoom.us)
  - Make sure to 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](#))
    - Wireless USB Lavalier Microphone \$45/day ([Samson XPD2](#))
    - Wired Lavalier or Hand Held Microphone with a USB [Focusrite Scarlett 2i2](#) interface (Mic is \$40/day plus \$25/day for the interface)
    - IOS Microphone w/lightning connection for iPhone or iPad \$40/day ([Shure MV88](#))...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).
  - Make sure to not be 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**
    - IS&T Landing Page: <http://kb.mit.edu/confluence/display/istcontrib/Zoom+Landing+Page>
    - Sign-in page: <https://mit.zoom.us/>
    - Meeting Type Comparison Chart: <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>