

BEST PRACTICES FOR A GREAT ONLINE EVENT EXPERIENCE

VSWORLD.com's
Virtual Event Platform

GET READY TO GO LIVE!



WHAT ALL YOU NEED TO JOIN?

RECOMMENDED
SYSTEM
REQUIREMENTS

Headphone
with Mic

Web-camera

Good quality HD USB Webcam
(Logitech C920, equivalent or better)

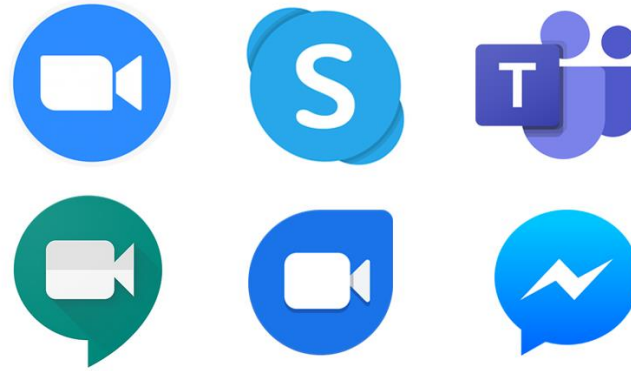
Laptop/Computer
with Google Chrome
or Safari browser installed

Internet Connection

(Wired internet connection with min. 5 Mbps upload;
10 Mbps bandwidth recommended)

WHAT YOU SHOULD NOT FORGET?

RECOMMENDED
SOFTWARE/APP
PREFERENCES



Close all applications that can engage your mic and camera devices



Use Google Chrome or Safari browsers

BEST PRACTICES

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LOCATION

Choose a location that has the least amount of ambient noise and minimal chance of interruption.

Choose a place that throws adequate light on your face from the front. The light source should not be directly above you as this causes harsh shadows under your eyes and nose. The light source should also not be directly behind you as this results in a silhouette.

Please choose a quiet place, there should be no noise or echo around you.



FRAME YOUR SPACE

Make sure your camera captures the frame you intend to capture.

Do ensure that your face is clearly visible when on camera and is not blurry or out of focus. The frame should not be a very tight close-up; a mid-shot that shows your face and upper body till your chest is desirable.

Be in front of a blank and light shaded wall; the light source should be from front, not behind.

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SETTING UP THE CAMERA

Do ensure that the camera is mounted on a stable stand so that it does not shake during the interaction.

Do ensure the camera is placed level with your face and is not pointed upwards from a low angle as this results in a distorted image.

Do ensure that nobody other than yourself is visible to the camera.



ATTIRE

Your attire should be in colours that contrast with the background you choose. This will ensure good visibility on screen.

Choose warming colours. Avoid white, bright red and all-black outfit.

Don't wear stripes, herringbone, small intricate designs.

Remove jewelry that moves, makes noise, or could hit the microphone.

PRIOR TO REHEARSAL AND THE EVENT

QUICK CHECK LIST



PC/Laptop only with Intel Core i3 or faster processor (or AMD equivalent) with 4 GB RAM or higher



Latest **Google Chrome** or **Firefox** app in **Windows10 PC**.
Don't have any? Install from here [Google Chrome](#) | [Mozilla Firefox](#)



Mac/iOS users can use **Safari browser only**.



Must use a **headphone or earphone with mic**



Good quality **HD USB Webcam** (Logitech C920, equivalent or better)



Wired internet connection with min. 5 Mbps upload (10 Mbps preferred) or higher.
WiFi or shared internet is NOT recommended.



Ensure no other web-conferencing applications (like Zoom, WebEx, Teams, Google Meet etc.) **are turned on your computer**, as that may create conflict and mic/camera might not work in the application

DURING REHEARSALS AND THE EVENT

QUICK CHECK LIST



Check your internet speed is up at www.fast.com and running at least 100 MBPS or higher.



Log in at least 30 mins prior to your allotted session time.



Keep cell phones and other devices around you on **silent** mode.



Close all applications running in parallel, especially those that require your audio & camera connection.



Test your mic, speakers and camera to ensure everything is working.



Make sure that you **sit/stand central to the screen**, and that your face, neck and shoulders are visible on camera from a front-on angle.



Be in front of a blank and light shaded wall; the **light source should be from front**, not behind.



Maintain virtual eye contact with the audience by placing your camera at eye-level.



Speak slowly and clearly, within the time allotted.

HOW TO JOIN?

STEP BY STEP GUIDE



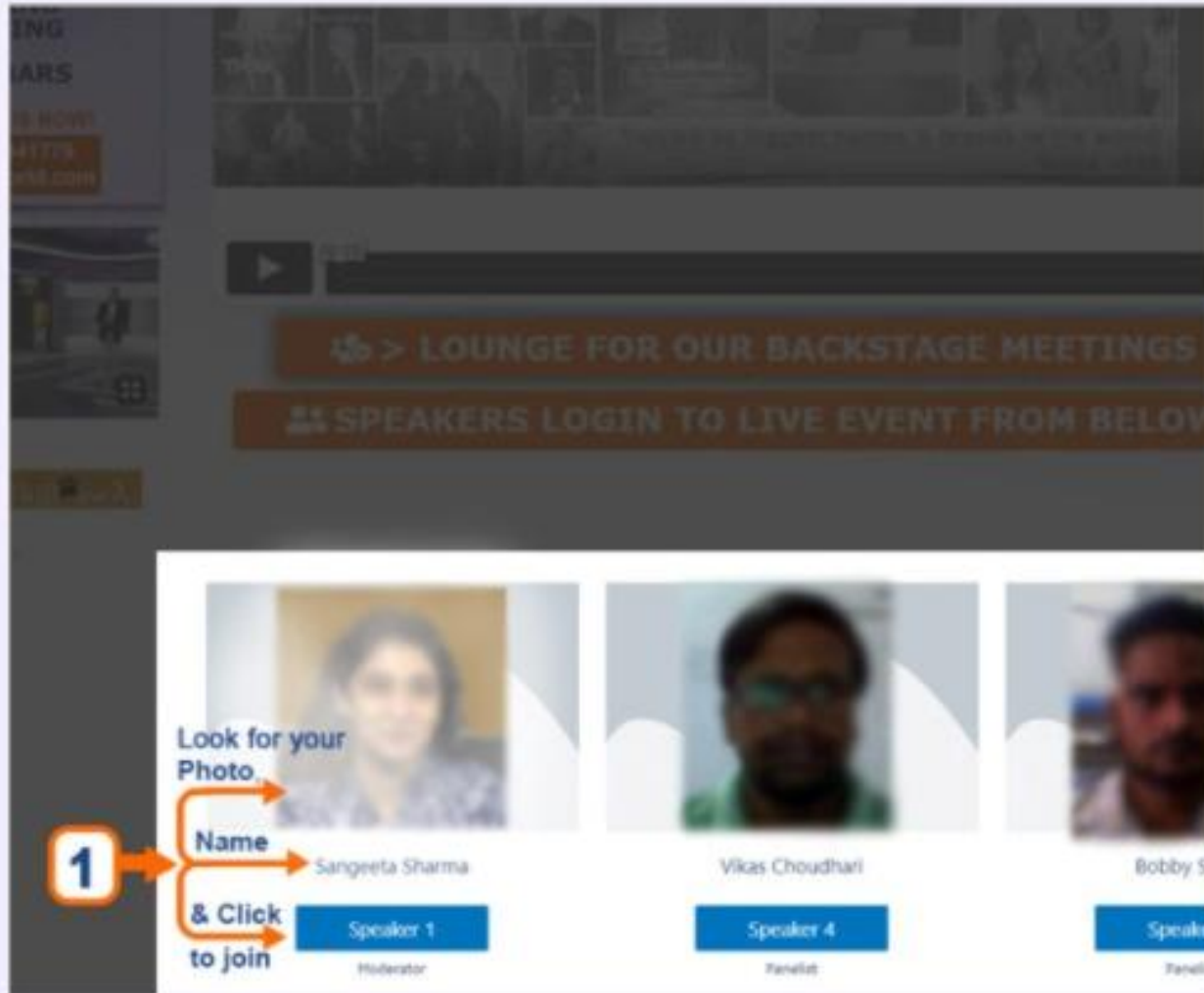
Live Event Panelist / Speaker LOGIN

- > For logging in the first time, please read the FAQ and Best Practices. For tech help – plz save this link ([Help link](#) lounge page) for your reference.
- > **Please logout from all applications that can engage your camera or mic**
- > **For best user experience, preferably use Google Chrome on Windows and Safari on Mac**
- > Use laptop/desktop only, mobile devices are not suggested.
- > Must use a headphone or earphone with mic
- > Good quality HD USB Webcam (Logitech C920, equivalent or better)
- > Wired internet connection with min. 5 Mbps upload (10 Mbps preferred)

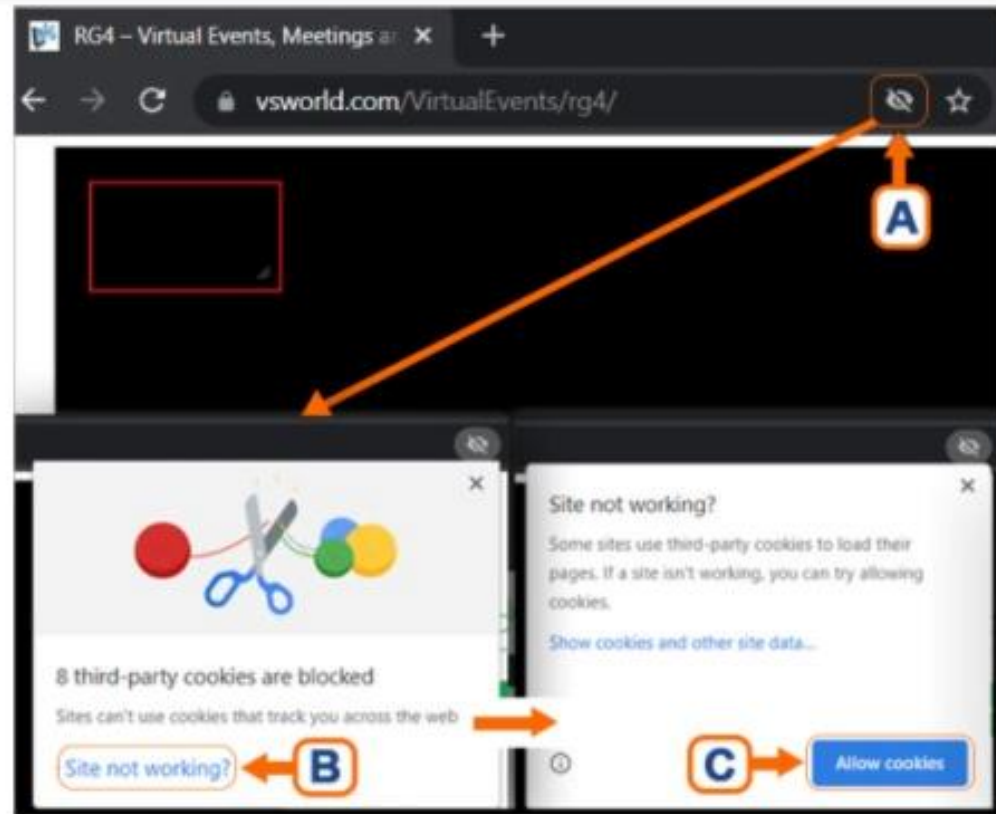
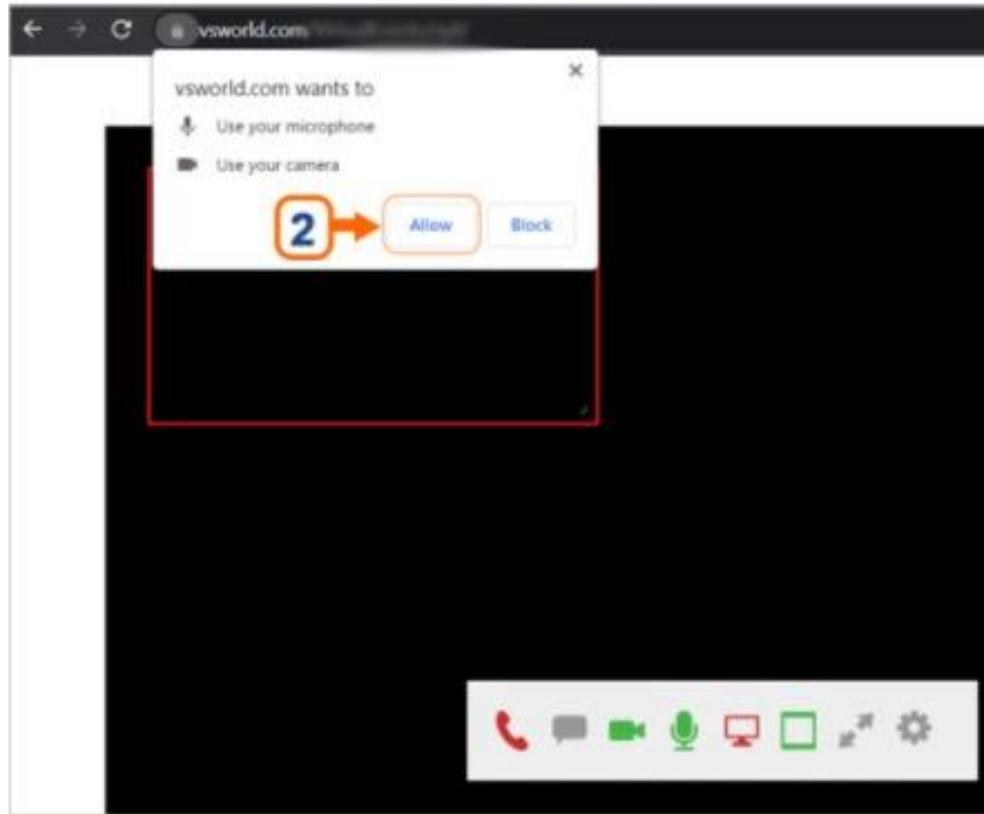
Step 1:

Just look for your Photo/Name from the speaker's list on the given link page, and **click on the "Speaker" button underneath**

Please be mindful of not clicking on any other Speaker's button to avoid any misplacement of your Video or PPT controls in the live session.



Step 2: If you are logging for the first time & just in case you can't see the Pop-up for allowing Camera & Mic, and seeing the video window black



...There might be some restriction set at the browser; change that by **clicking on the “Eye” icon** at the right end of your web-browser’s address bar; then **click on “Site not working?”** and next, click on **“Allow cookies”** to allow cookies and **reload the page**.

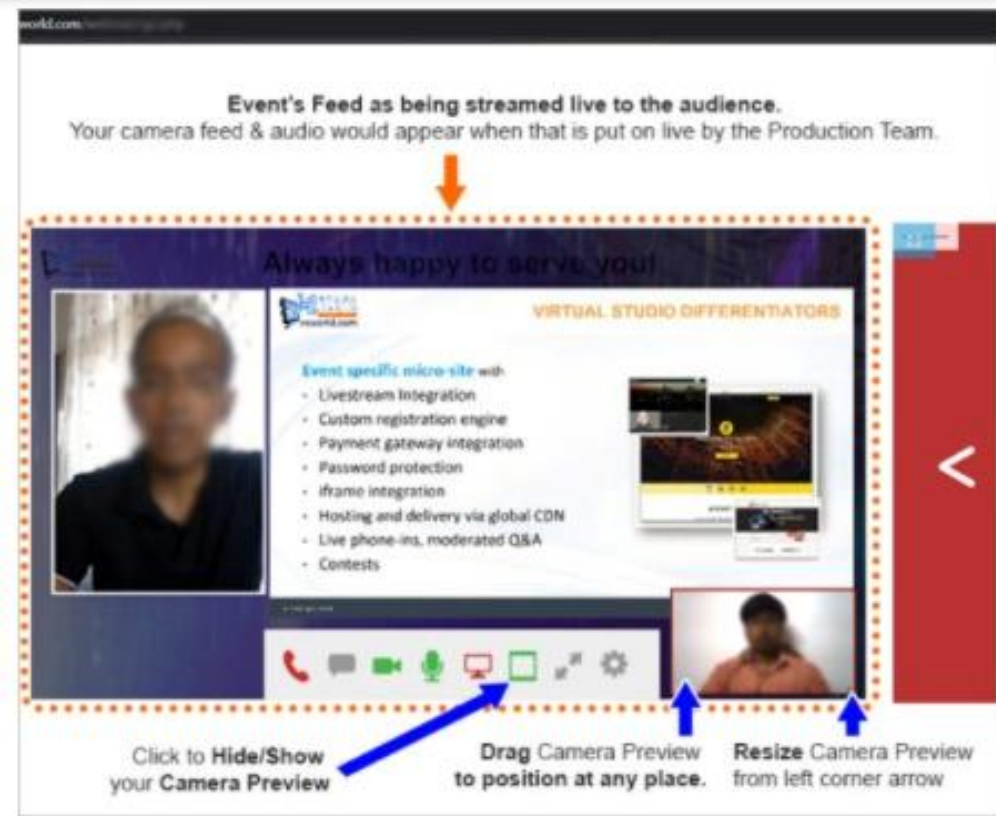
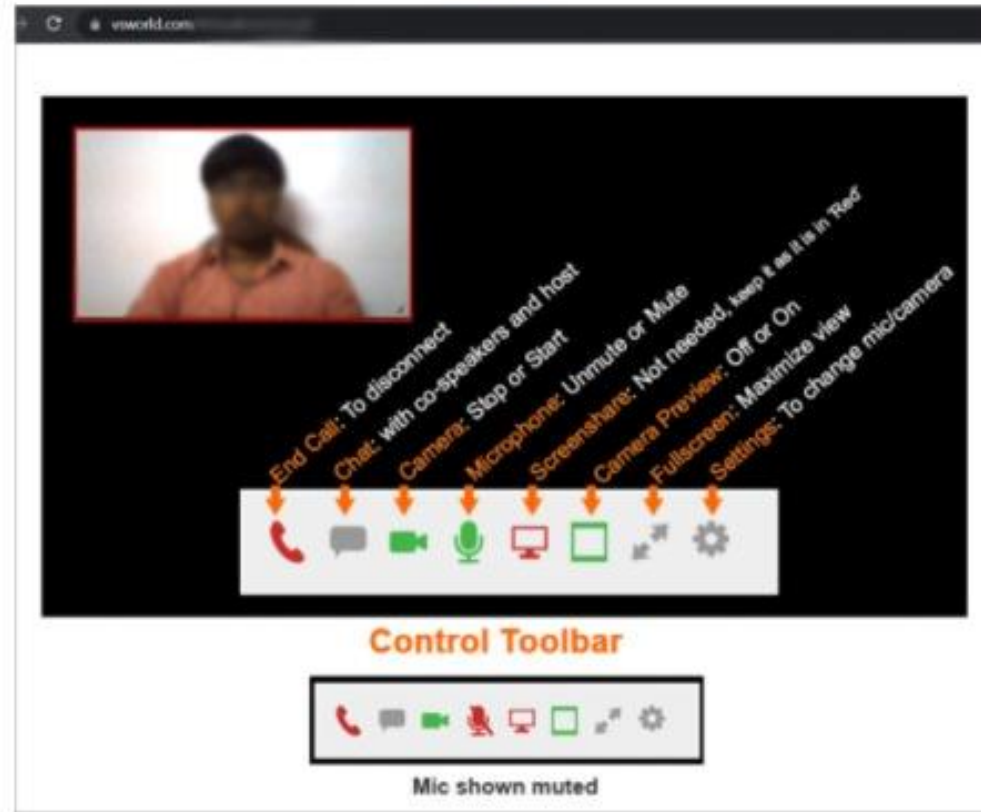


Select your active
Camera and Mic
& tick on
Echo Cancellation
and **Auto Gain**.

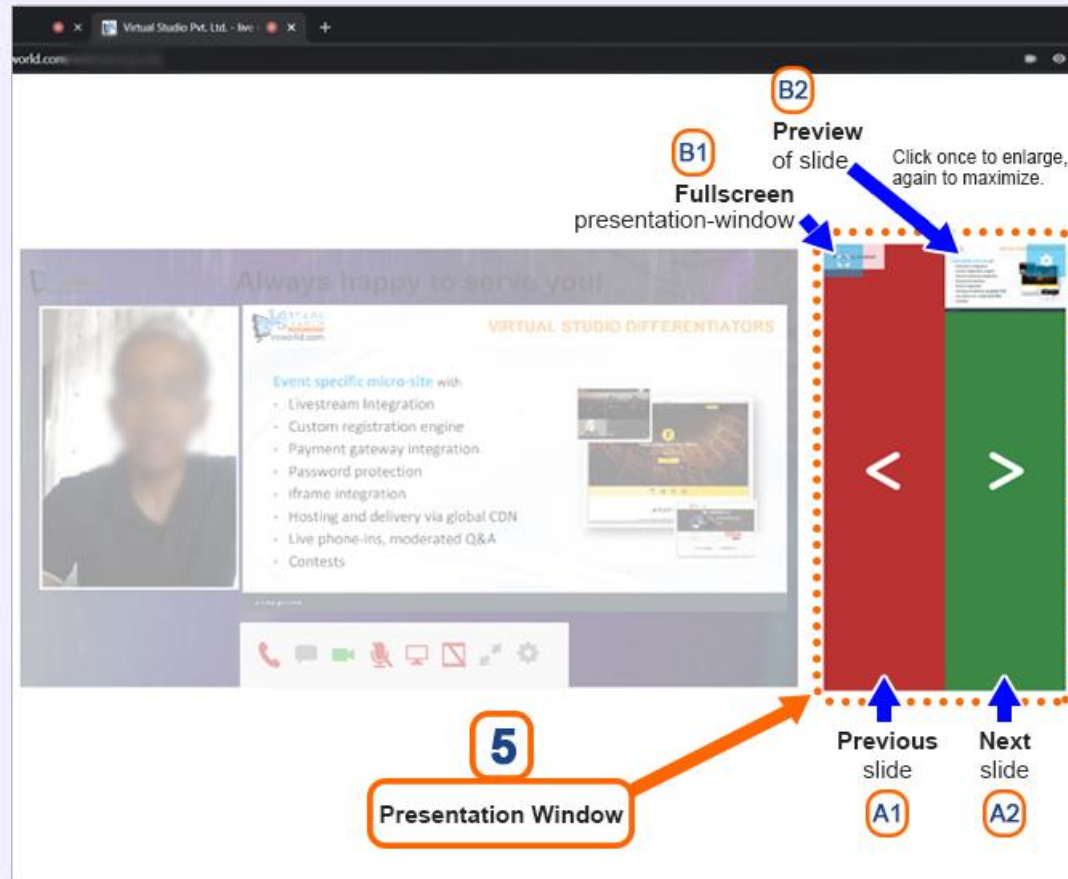
Step 3: Ensure the correct Camera and Microphone are selected; and click on “Reconnect” button to apply the device selection and reload the page.

(Ensure you are using an earphone/headphone with an in-built microphone in it. You should set your Audio settings like this and keep your Microphone muted when you are not speaking to avoid any noise/disturbance in the audio:)

Step 4: Once you are connected, you shall see your video on the screen; and the live event feed, eg: the Moderator or Co-guests or other standby slide/videos/graphics as and when shared on the screen by the Show Production team.



Use the bottom toolbar, to mute/unmute your microphone as and when needed. **Keep the mic muted, if not speaking**, and be mindful to unmute it back as you resume speaking. You can control other functions from the toolbar, as shown below.



Step 5: Presenting from PPT slides

This is applicable if you are going to give a Presentation and the PPT file you have already shared with the Production/Event team.

PPT slides appear next to the video window.

- > Click on **Left-Red or Right-Green arrows to move your slide.**
- > To **enlarge the Presentation Window**, click on the "Square" button (B1 in the above image) at the top-left of the box.
- > **Increase Slide's preview size** by clicking on the slide image; first, it will come in the center area; click again to make it full-screen.
- > Now, navigation arrows (left/right) appear on the extreme left and right sides over the slide.
- > To return from fullscreen view, click on the Square icon (from the top-left corner)

We request for your time; because VSWORLD.com is a customizable platform for your event branding. Your video window can be resized, composed, and designed just as the event producer or the director likes; with proper branding, animated backdrops, graphics etc. Our backend is highly customizable. So the speaker-presenters and live discussion panelists, of your elite shows, are needed to login twice for the setup and once for a dry run. (Only for the first time, when you are logging into a fresh series of such designer events.) You would not need to bother for the subsequent events of the series on the same pattern. If you have a LIVE Event / Event Series, booked with us, then please save this page link-<https://vsworld.com/VirtualEvents/vsworld-events-instruction-manual-a-lounge-for-backstage-meetings-b-speaker-login-c-faq-for-tech-support/>, along with your password as shared with you, to revisit us, see any updates, and discover more about the workflow options...

A> 'Backstage Meetings Lounge' Instruction Manual

B> 'Live Event Panelist / Speaker LOGIN
to the dias/Group Discussion Panel.' Instruction Manual

C> 'Event-Attendees Login -Teams/Zoom/WebEx' Instruction Manual

D> 'Event-Attendees Login -Zoom' Instruction Manual



YOU'RE READY!



OPEN BACKSTAGE LOUNGE & JOIN THE SESSION

Check your email for the Backstage lounge login link and your password.

Need help?

Call the Event Coordinator or refer this [Pictorial User Guide](#)