

2020 State Bar of Arizona Convention
Seminar Chairs and Faculty Zoom Training



Agenda

- **Introductions**
 - **Panel Setup**
 - **Location and Equipment**
 - **Sharing PowerPoint Presentation**
 - **Recording with Zoom**
 - **Questions??**

Panel Setup

- Single Speaker

- Seminar Chair
- Speaker



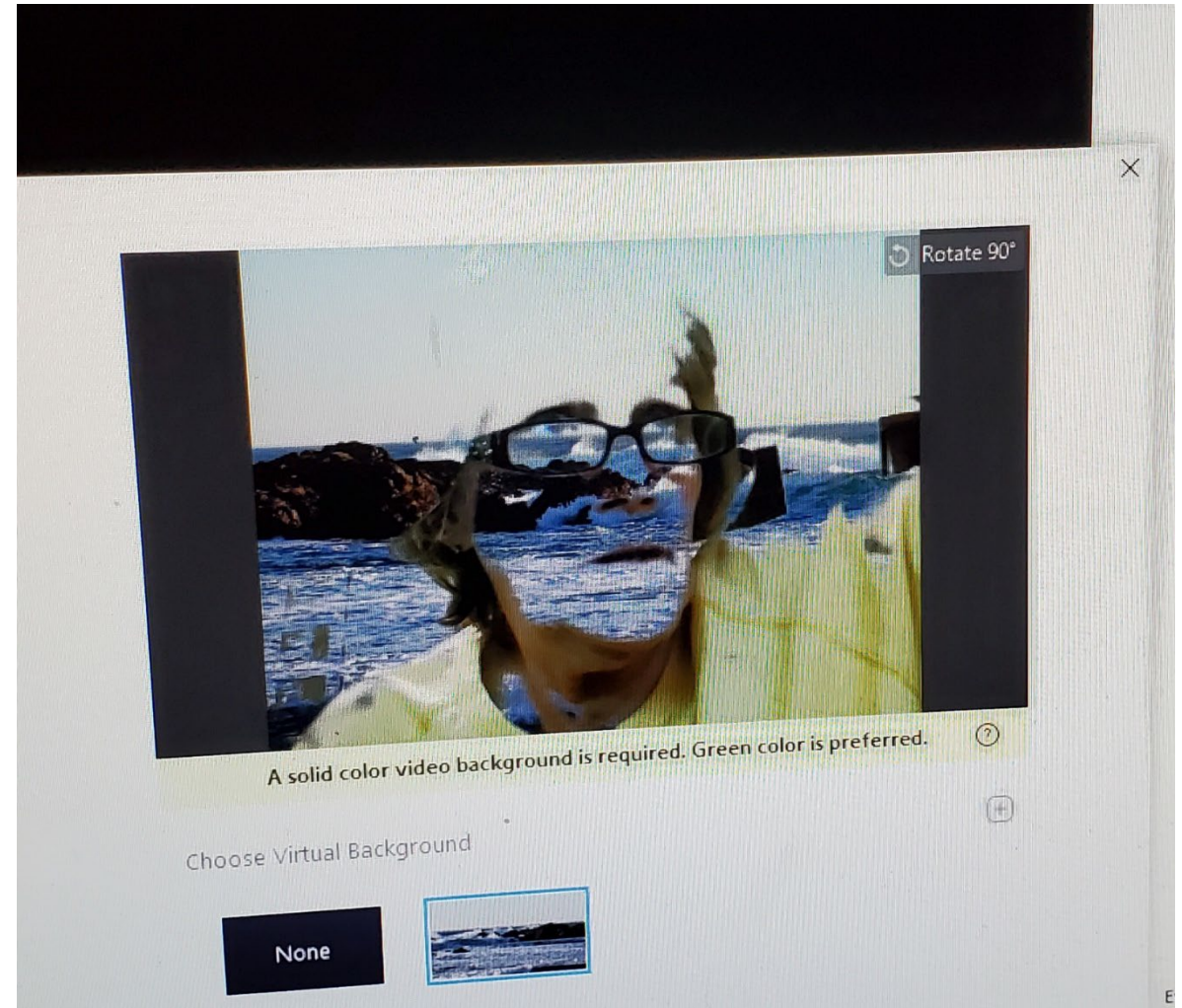
- Multiple Speaker Panel

- All speakers will record together as if to a live audience.
- All panelists should log in and spend 15 - 30 minutes testing equipment and transitions to next speaker, prior to recording.
- Recording may be paused for breaks or change in panel.
- Prepare questions for Q&A to fill 15 minutes.
 - Seminar Chair or faculty may moderate questions.
 - If no questions from audience, panel should submit prepared questions.



Location and Equipment - Background

- Background
 - Be aware of what can be seen behind you
 - Plain or Professional Office background is preferred
 - Example bookshelves, wall art, photos
 - Avoid virtual backgrounds and green screens



Location and Equipment - Camera



- Camera

- Elevate the camera to eye level (8-9" above the table). If using the laptop camera, use books or a small box to achieve the correct height.
- If your laptop webcam is not high quality, you may want to invest in an external USB camera.
 - Camera capable of 720p or higher is preferred.
 - If ordering a camera, stay within the tech retailers – BestBuy, bhphoto, Target and Amazon. With Amazon, make sure to cross reference with another tech retailer to confirm reviews.
 - Cost of camera will be assumed by the purchaser.
- Makes sure your camera lens is clean.

Location and Equipment - Audio

- Audio
 - If presenting from home, a wired headset is preferred to lower ambient noises.
 - Test audio with staff **prior** to recording.
 - If you experience audio issues, please use phone in option with headset or headphones. **Mute your computer speaker.**
 - Never use speaker phone as it will pick up noise.
 - **Apple airpods do not work well for recording audio!** Use to listen but not for the microphone.

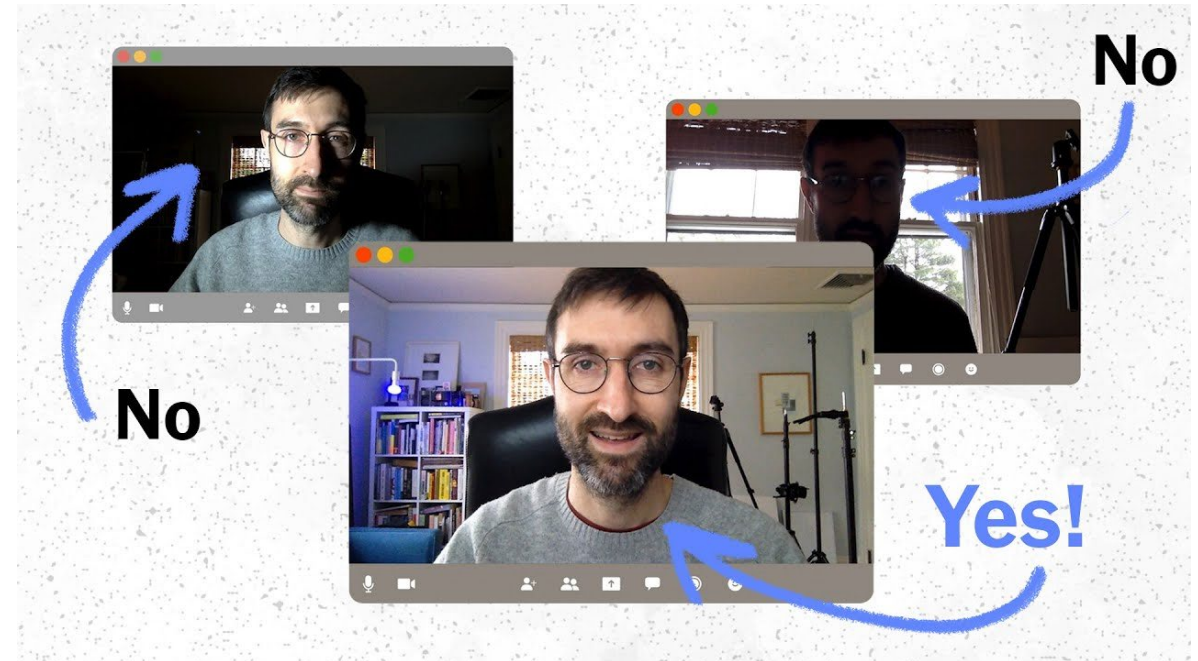


Location and Equipment – Background Noise

- Background Noise
 - Situate yourself in area with less background noise. Beware of close streets with garbage trucks, landscaper activity, barking dogs, etc.
 - Mute your phones, TVs, and any other background noise.
 - Close all other applications.
 - Mute your laptop notifications.
 - If you are in an office or busy home, put a “recording - do not disturb” sign on your door so you do not get interrupted.
 - Avoid typing on your keyboard while presenting.

Location and Equipment - Lighting

- Lighting
 - Use good lighting
 - Avoid having windows behind you. Backlighting will cause underexposure
 - High-quality Camera and Front Lighting Setup will provide the best results
 - If your preferred area doesn't have the best lighting, you can use a couple of very inexpensive LED lamps. Place them on either side to create a nice light on your face. If too bright, you can use a sheet to diffuse them.
 - Most webcams have Auto White Balance, so give them a second to adjust.



Location and Equipment – Additional Tips

- Additional Tips

- A wired internet [Ethernet] connection is best (when possible).
- Have a hardcopy of your slides printed in case there are tech hiccups (you can present from your notes).
- Avoid connecting when connected over a VPN (disconnect from VPN).



Sharing the PowerPoint Presentation

- The State Bar will provide a State Bar Convention PowerPoint template.
- Types of presentation sharing
 - Combine all presentations into one continuous presentation.
 - Assign one panelist to share screen.
 - Host will give remote control to first presenter, take back controls and give to next presenter.
 - When transitioning to next panelist, they will have control to advance slides.
 - Note: There may be a slight delay after the transition
 - Each panelists shares their own presentation.
 - If you continue to record, there may be a delay when transitioning.
 - You may pause the recording until the next presenter is ready.

Recording with Zoom

- The State Bar will provide convention Zoom accounts to ensure all recording settings are set for optimal quality.
 - We will be using the Cloud Recording feature of Zoom.
 - You can stop or pause the recording at any time.
 - Stopping the recording will split the video, producing a new file for each Stop.
 - Pausing will create a single file.
 - If editing is needed after recording, please take detailed notes of what you'll want edited out (time on recording, where mistakes happened).
- Once the recording is completed, it will be saved in the cloud for State Bar staff to collect and edit.

QUESTIONS??



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