“Virtual Producer Training”
Pt II
By James Bishop
Tips of the Day

3rd party app - Mentimeter

Rate yourself: "I have amazing 'Producer' skills"

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3rd party app - Kahoot!

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Technology Requirement

Level 1: Minimum Technology Requirements

- Laptop / Desktop
- 2nd Screen (Can be an iPad / Tablet)
- Mouse, Headset / Mic
- Laptop Webcam
- Strong & stable Wi-Fi
- Stable Power Supply
- All Files on BackUp / Shared Server / Disc
- Run of show

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Technology Requirement

Level 2: Back-up of Level 1

• 2nd backup Laptop
• 2nd Wi-Fi/ hotspot sources
• Backup Mic, Mouse & Camera (with cable connection)
• Lighting
• Noise cancelling software (e.g. Krisp)
• Co-producer

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Producer Activities in Zoom

a. Host & Co-host

b. Breakout Room Functions
   • Creating (Auto/ Manual)
   • Merging
   • Naming
   • Comms (Broadcasting)
   • Sharing Slides
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Producer Activities in Zoom 2

c. Chat Monitor
d. Renaming People
e. Spotlighting
f. Muting
g. Poll
h. Sharing Slides, Videos and Music
i. Fill in for ...
Wheel-of-names

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Volunteer Demos

a. Share Slides and Music
b. Create Breakout Rooms
c. Spotlight 3 People Interviewed
d. Fill in for James
e. Create a Poll in Mentimeter