CEI VTL Masterclass Series

“Virtual Producer Training”

Pt II

By
James Bishop

Tips of the Day

3rd party app - Mentimeter

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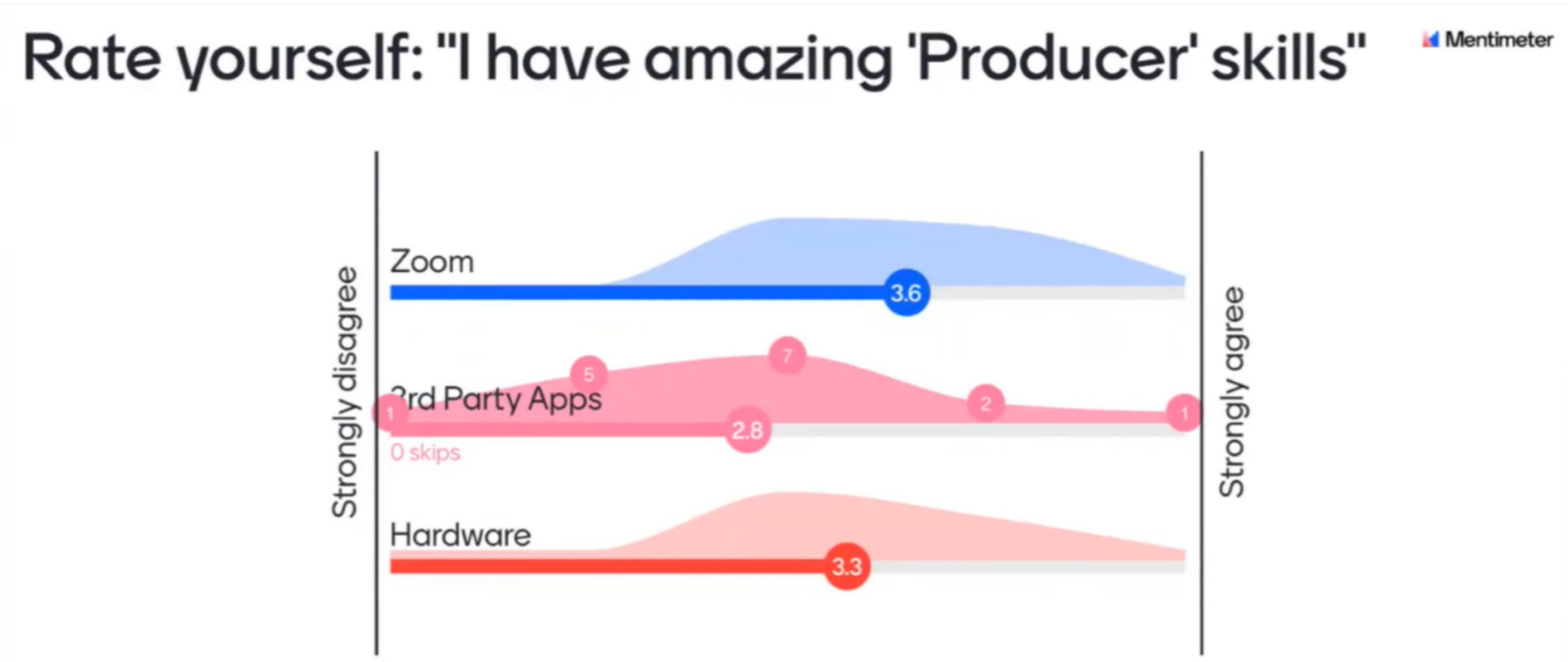

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Tips of the Day

3rd party app - Kahoot!

2

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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**

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 …

Tips of the Day

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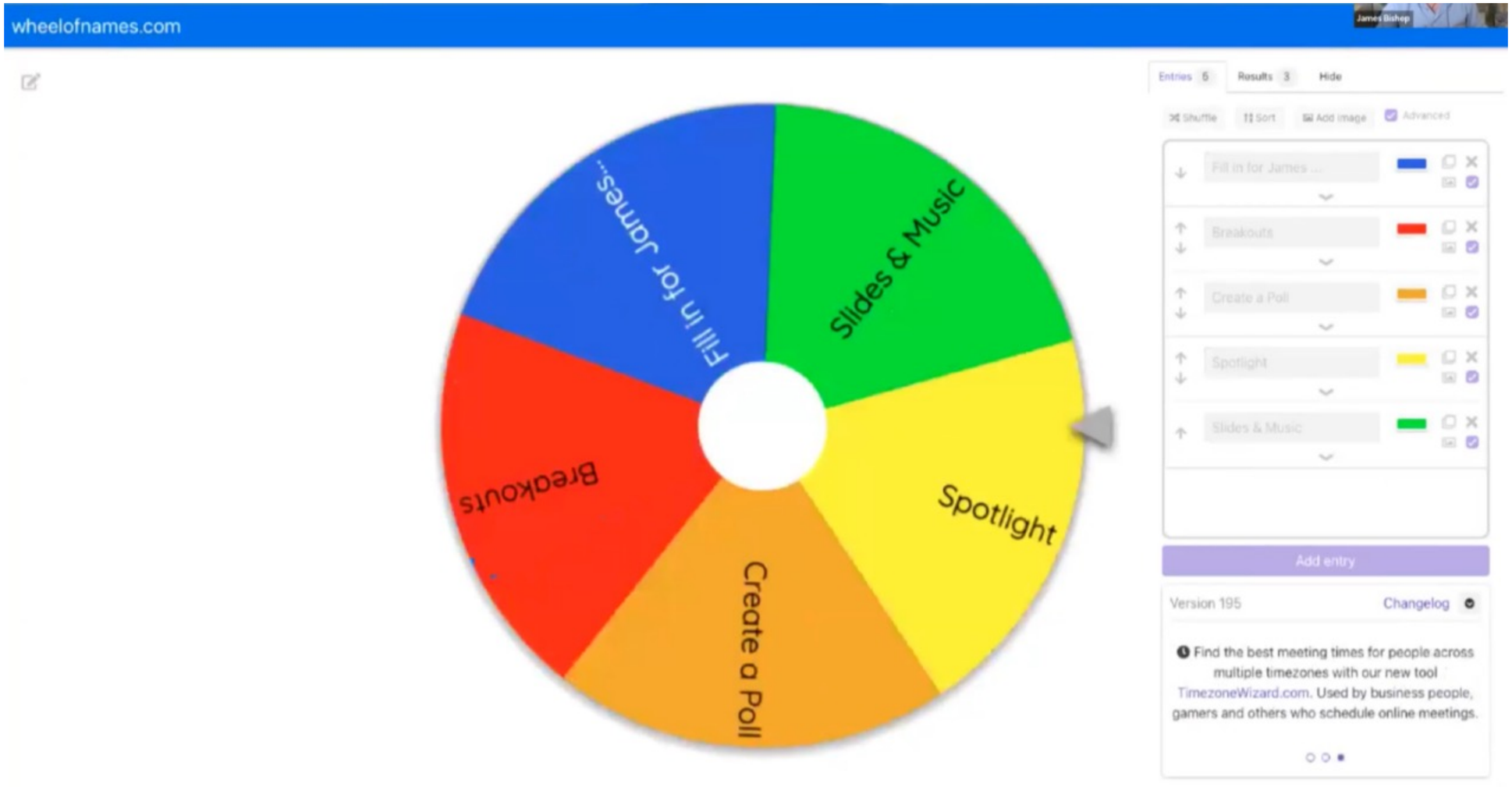
Wheel-of-names



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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