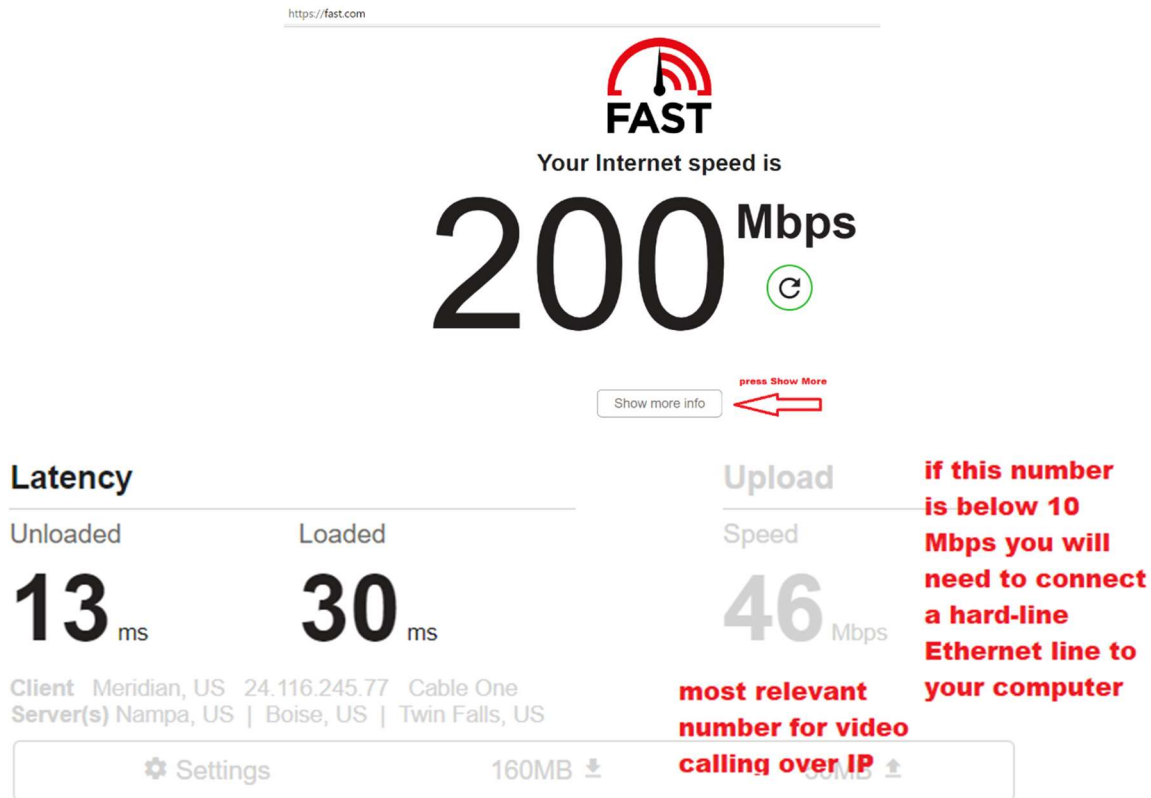


# VIRTUAL PRESENTER PRE-EVENT BROADBAND CHECKLIST

## Step 1:

Open your web browser and **type in "fast.com"**. Your computer will start a bandwidth test to measure the strength of your internet connection. You should have at least 50 Mbps download and 10 Mbps upload speed.

(Click "show more info" to show the upload speed)



## Step 2:

**If you are upload speed is lower than 10 Mbps or scheduled to call LIVE during a virtual event**, grab an ethernet cable. Plug one end into your router (or modem) and the other end into your video call-in device (usually a computer or tablet). If you do not have an ethernet port on your device, please buy a USB adapter, either locally or order online.

## Step 3:

Dedicate a time frame for **everyone to be off the internet at your home** (except for yourself and your device) for the event duration, this means from the time the video call starts to the time it ends. If this is not possible, please find a location where either this is possible, or the internet is at broadcast ready speeds (usually an office building).

## Step 4:

Please make sure you are in a well-lit area and your face is visible and the room you are in is quiet. Make sure you have your audio and video tested on your computer (try a quick zoom call with a friend and make sure you can both see and hear each other), this will speed up the process the day of the event, **IF you have not already technically tested the C.A.L.L. elements with our experienced Virtual Event Producer.**