



Best Practices For Using Video Conferencing Software on the Connecticut Network

The Connecticut Network (CT-N) has developed some guidelines and recommendations to help our government entities and other organizations navigate the hosting of virtual meetings for inclusion on the network's TV or web channels. We know not everyone is a video expert so we hope to provide some information to make your video conferencing experience a positive one. We encourage virtual meeting organizers to consider the following recommendations to help minimize technical problems while presenting your event successfully to a viewing audience whether it is LIVE on CT-N, or if you are providing a recording of the event afterwards. We also know first-hand how challenging the transition to video conferenced meetings can be, which is why we appreciate the efforts you are making to navigate these new environments with us.

BEFORE YOUR MEETING DAY

- Please contact a CT-N Producer to share your virtual meeting event date/time and provide a meeting agenda and a list of names of the virtual meeting participants.
- Please provide CT-N the necessary virtual meeting log-in links and passwords in order for us to access the scheduled virtual meeting, if they were not already provided in a press advisory.
- We recommend using a video conferencing platform that provides a "Speaker View" and not a "Gallery View" so that active speakers are automatically shown in full screen mode.





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- Please be sure to let your virtual meeting participants know ahead of time that they may be appearing on CT-N.
- We recommend forwarding our “Best Practices for Virtual Meeting Participants” document to all meeting participants.
- To get the best results from your video conferencing software be sure to familiarize yourself with how to manage participants, share your computer screen if you have slides or videos to include, and configure the special features of the program.

MEETING DAY

- If your virtual meeting is covered LIVE by CT-N, a host or co-host should log-in to the virtual meeting 10-15 minutes before the scheduled start of the event to test their own audio and web cam and allow CT-N to test our video capture equipment.
- Whether LIVE on CT-N or not, be sure to start recording the meeting on your video conferencing platform once you are logged-in to avoid missing the beginning of the meeting.
- Test video and audio with every meeting participant before the scheduled start of the meeting to ensure a good listening and viewing experience for everyone involved.
- While testing connections with meeting participants, we encourage hosts to make suggestions to meeting participants about web cam positioning or audio issues to help them look and sound their best.
- Please close menus, chat boxes, and other on-screen features that may block or minimize the speaker’s video. The speaker’s video box should be full screen and be completely unobstructed.

POST MEETING

- If your meeting was not covered LIVE by CT-N, please send the link to the recorded video file as soon as possible after the meeting finishes for CT-N’s consideration.
- CT-N prefers the .Mp4 file format when converting meetings to a shareable video file.



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- If unexpected participants joined the meeting or if there were technical issues with the meeting, please contact a CT-N Producer to let them know.