

# Helpful Tips to Prepare for Live-streamed Sessions:

## TEST THE TECHNOLOGY

Offer clients who are new to virtual meetings a “test” of the technology before the class begins.



## CHECK-IN WITH ATTENDEES

Send out a calendar invite with any necessary links so that clients can have the class on their devices.



## PLAN BEFOREHAND

Solicit special requests for the class prior to the class. Send out an email and ask the enrolled students what they would like you to cover during the class.

## PREPARE YOUR ELECTRONICS

Keep your charging cables “on the ready” in case your batteries run low during the session.



## PLAN YOUR LESSON

Write a lesson plan/script, print in large font (20 pt) and post it up out of the frame of the camera, like a cue card.



## SET YOUR PACE

Keep a large clock in an easy to see place (out of frame of the camera) from your workspace so you can hold time and pace yourself.



## GET EVERYONE IN VIEW

Prop the laptop up on a meal tray or laptop tray at a slight angle. Then you can easily tip your screen down to accommodate your level changes.



## FIND YOUR LIGHTING

Make sure you are not backlit; otherwise you will look like you are in silhouette. Use lamps with the shades off to illuminate the space from behind the video source.



## CHOOSE A QUIET SPACE

Make sure your space is neat, uncluttered and quiet.

## DRESS APPROPRIATELY

Wear solid colors (no patterns) that contrast your mat. Dress neatly with clothes that contour your body so that your form in the exercises can be seen clearly. No jewelry.



## TEST YOUR AUDIO

Test your sound and microphones. Ear buds are great for when you have a single sound source like your voice and are teaching/moving with your client. The quality is great and it cuts down the ambient noise from your end.

