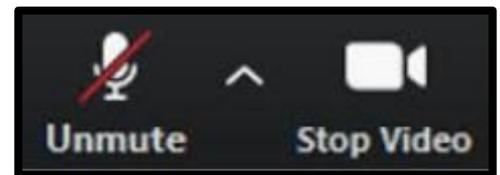
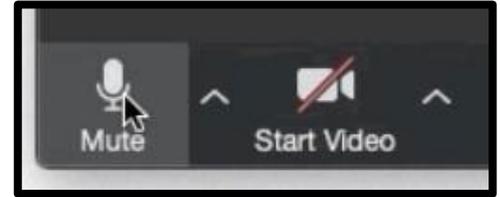
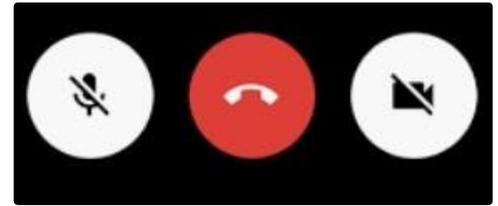


Tech tips for online conferences¹

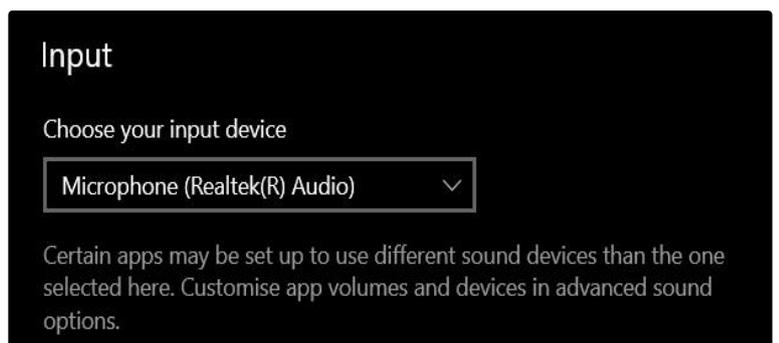
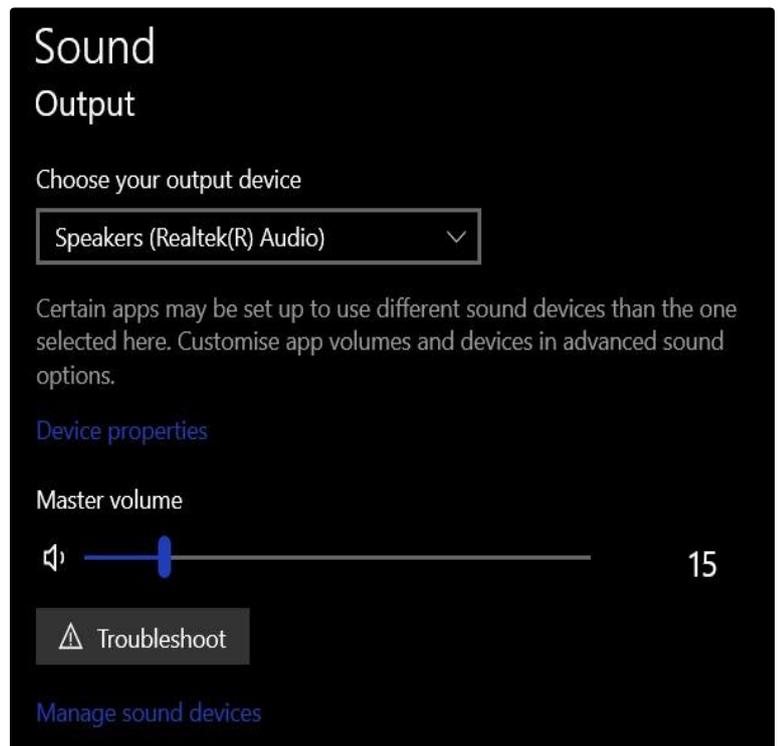
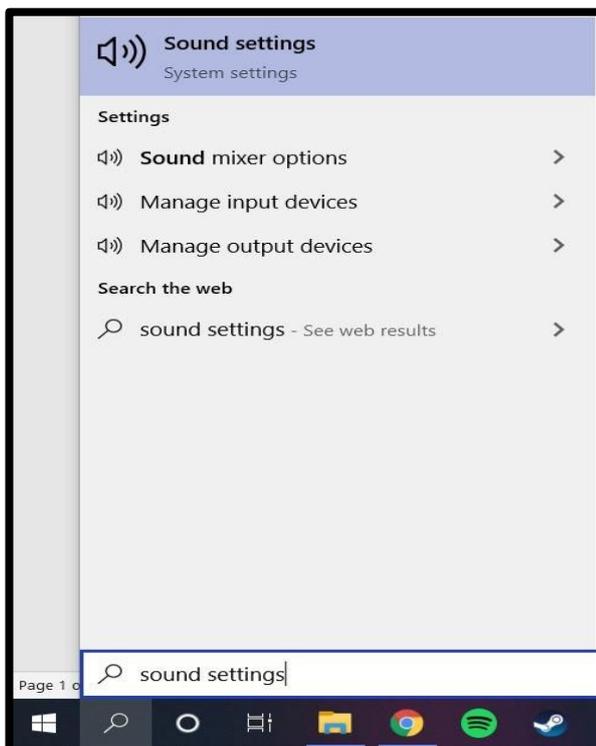
General Guidelines

- Use earbuds, headphones or headset with an in-built microphone.
 - This avoids the echoing feedback most mics pick up from speakers and can improve sound quality for you and others.
- Mute your mic unless speaking.
 - Ambient noise builds in large groups, and most video calling services switch feeds to highlight active mics.
 - If unsure, hover cursor over mic and camera icons to check current settings.
 - Slashed = mic muted, video off
- Turn off your video while others present.
 - This reduces the load on the host, saving bandwidth and improving connection quality for all.
- Optimizing internet connection
 - Hierarchy of reliability: 1) wired (ethernet or direct connect); 2) WiFi, password-protected network, router nearby; 3) WiFi, open network, router distant



Sound Check (prior to conference)

- Microsoft Windows 10
 - Navigate to 'sound settings' using the search tool.
 - Check output device (speakers).
 - Check input device (microphone).
 - Wired connections may not appear in drop-down boxes, these settings show wireless/Bluetooth connections.
 - Set master volume to the lowest comfortable setting and test your microphone.

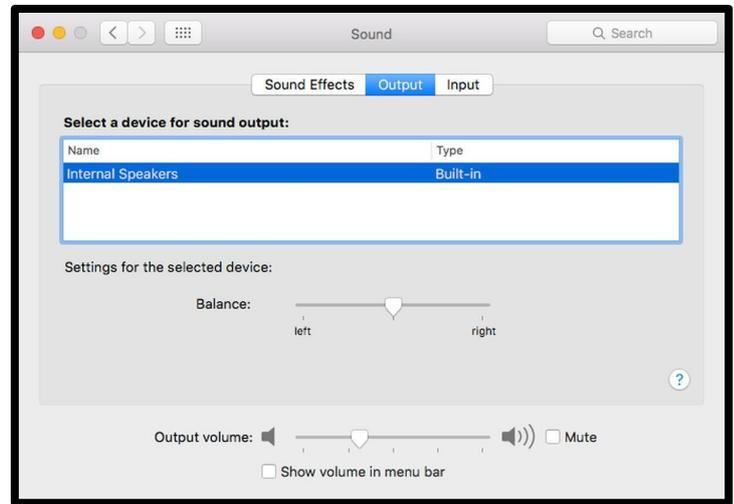


¹ Drafted by Daniel Turner (Leiden University), 2 July 2020, for No(E)scape Online (22 September – 6 October 2020, formerly No(E)scape? Relational Archaeology in the Aegean Bronze Age, Groningen 26–27 March 2020) and “Shaping Cultural Landscapes: Connecting Agriculture, Crafts, Construction, Transport, and Resilience Strategies” (Sessions 160–161 of the 26th EAA Virtual Annual Meeting, 24–30 August 2020) organized by Prof. Ann Brysbaert (Leiden University) and Prof. Jari Pakkanen (University of London, Royal Holloway). For instructive purposes only, no endorsement intended.

- Apple MacOS
 - Navigate to ‘Sound’ through System Preferences using the Apple icon
 - Check output and input devices.
 - Adjust volume.

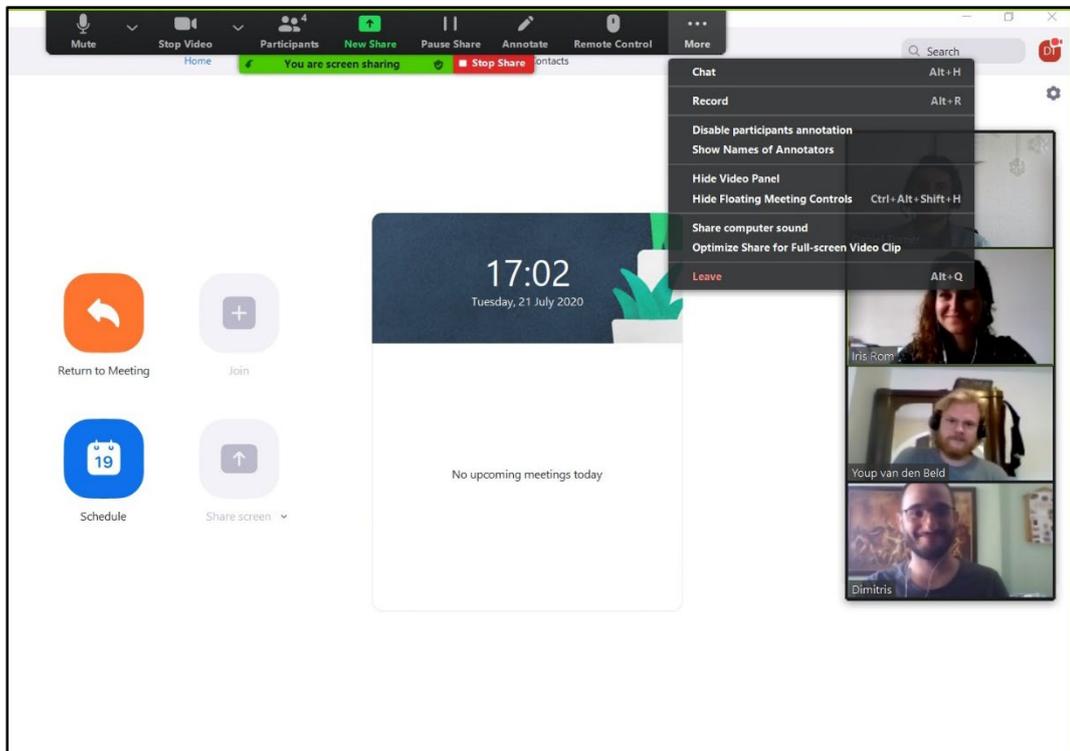
Privacy and Security

- Do not record without permission.
 - Organizers will request permission from participants for recording sessions.
 - Livestreaming platforms (YouTube, Twitch, social media) are public by default. Check your sharing and privacy settings.
- Security settings
 - Make sure your device and apps are updated regularly.
 - Microsoft Windows 10 (search tool, check for updates)
 - Apple MacOS (<https://support.apple.com/en-us/HT201541>)
 - Android (<https://support.google.com/android/answer/7680439?hl=en>)
 - Apple iPhone/iPad (<https://support.apple.com/en-us/HT204204>)
 - Update to the latest browser version and set cookies to minimal/essential in settings.
 - Do not download or share links within video conferencing apps. Use email with virus/spyware scanning.
- When hosting
 - Set a unique password for all hosted sessions and send this directly to participants.
 - Do not use “attention tracking” or other facial recognition features.



Presenting

- Pre-recording presentations
 - Microsoft Powerpoint (https://www.youtube.com/watch?v=yRc_i-DFva8)
 - Although recorded in 2012, Timothy Smale’s instructive video covers the basics of recording a Powerpoint presentation with narration and timings embedded. Video file formats have changed over the years and usually follow the mp4 format now. Powerpoint can also simply save the narrations under the same (.pptx) file. NB: the file size can be very large, so monitor your storage space and use file transfer services (e.g., Google Drive, WeTransfer).
 - Google Slides (<https://www.youtube.com/watch?v=n90rlCDolKY>)
 - Geared toward elementary teaching, Caitlin Dickinson’s guide shows one option for overlaying audio into Google Slides. There are several third-party apps for recording and screencapturing, so choose the one best suited to your needs and follow the online privacy/security tips listed above.
- Live presentations
 - Quality will vary depending on available equipment and internet connection.
 - Tips from Aris Politopoulos (Leiden University) for an engaging online lecture (<https://www.youtube.com/watch?v=OplDxq4QZFU>). Full news release available here: (<https://www.staff.universiteitleiden.nl/news/2020/04/aris-politopoulos-lectures-like-an-assyrian-king-video-lectures-need-to-be-ten-times-more-engaging?cf=archaeology&cd=archaeological-sciences>)
 - Sharing audio in Google Meet: <https://www.youtube.com/watch?v=wtzzpjNOUUA>
- Using Zoom
 - Upon choosing the screen share button in the center of your screen, hover your mouse over the green bar at the top to activate the menu. In the drop-down list for “More”, click “Share computer sound” to play a pre-recorded presentation or video on your computer. If presenting live, leave this unchecked and go through your presentation as normal.



- Discussion sessions
 - Participants should tune in for the live feed if possible.
 - Type questions using chat function. If connection is poor, answers can also be typed into the chat.
 - Questions submitted via chat will be prioritized by moderators in the order that they appear.
 - In case of time limits, participants may follow-up through email.

Troubleshooting and further resources

- Online distance-learning resources collated by UNESCO at <https://en.unesco.org/covid19/educationresponse/solutions>
- When in doubt, restart the app, your device, or your internet connection.
- Notify organizers of connection problems
- Keep in good spirits. Participants are often primary caregivers to others, including children and pets. Interruptions are common and should be greeted with forbearance and levity.