

# Virtual Event Technical Instructions

## Hardware

Typical set-up, some venues may vary!

1. Webcam - provided by Builders
2. USB extender - provided by Builders
3. HDMI adapter - to connect to the HDMI Cable - provided by you
4. Computer - provided by you
5. TV and HDMI Cable - provided by the venue
6. Charger for your computer

## Event Day Set-Up

1. Connect your computer to the big-screen TV using the venue HDMI cable and your HDMI adapter.
2. Connect your Webcam along with the USB extension cable to your computer, and place the camera on top of the TV facing the dinner table.
3. The venue staff can help ensure the TV and Audio working properly.
4. A Zoom Host will be available to assist you on the phone or on the Zoom meeting with any technical questions.

## Hardware Zoom Settings

While logged into a live Zoom meeting:

1. Mic - in the bottom left corner, select the up-arrow icon on the “Mute” button, and under “Select a Microphone” section, choose “Microphone (USB Live camera audio)”
2. Camera - in the bottom left corner, select the up-arrow icon on the “Stop Video” button, and under the “Select a Camera” section, choose “Camera (USB Live camera)”

## Zoom and Vimeo for Presentation

- ➔ Be sure to join the correct Zoom meeting according to your time zone
- ➔ You will receive a Vimeo link after logging in, please be sure to

1. Click the vimeo link
2. maximize the video
3. Click the “Unmute Broadcast”