

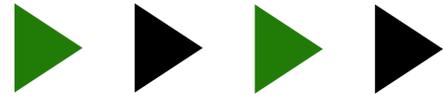


**CEI VTL Masterclass Series**

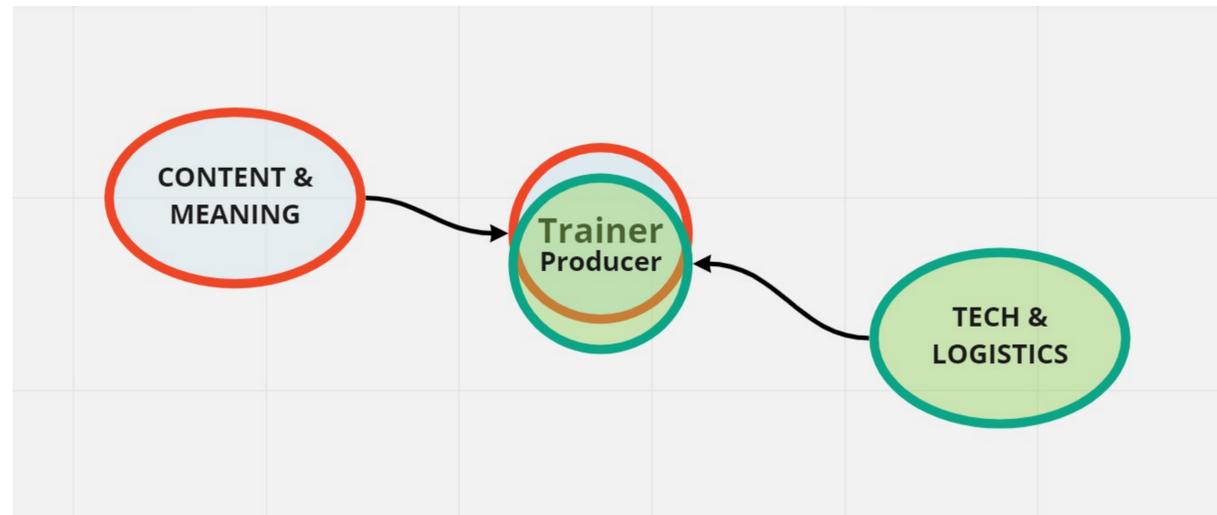
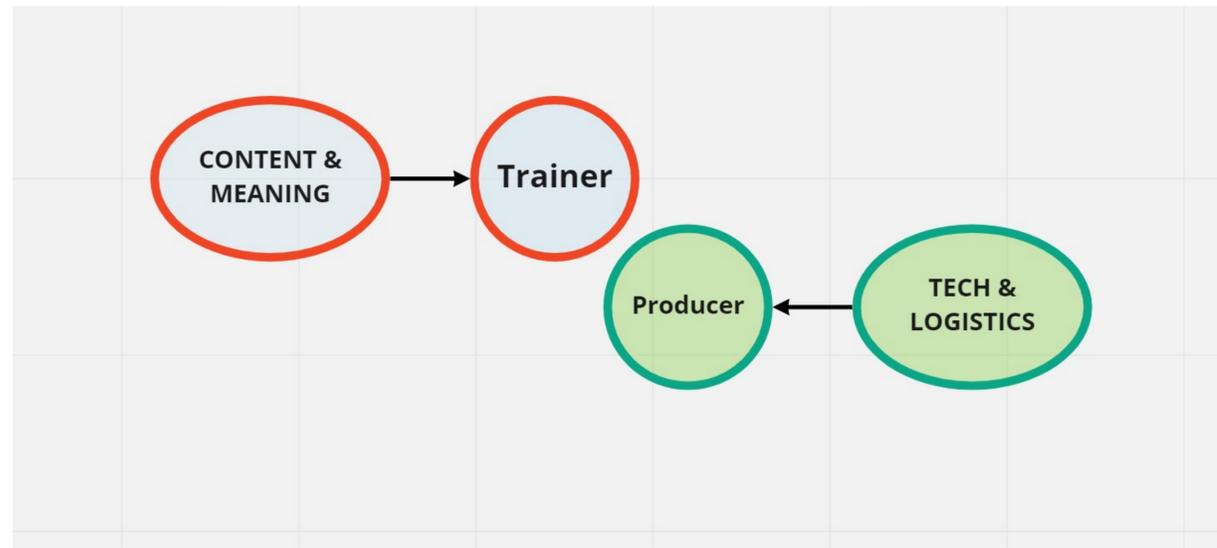
***“Virtual Producer Training”***

***Pt I***

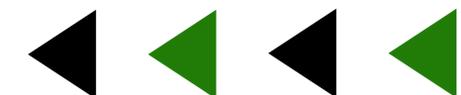
**By  
James Bishop**

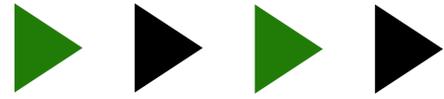


# Have a Virtual Producer



- **Share workload**
- **Avoid cognitive overloading and multi-tasking**





Tips of the Day

2

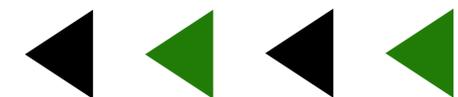
# Breakout Rooms

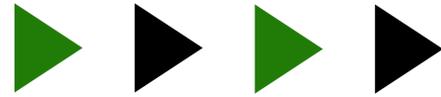


**A. Your experience of producing or having a producer**

**B. Assign a Chat Monitor**

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## Tips of the Day

# 3

# Good Traits

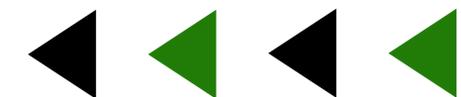
Go to [www.menti.com](http://www.menti.com) and use the code 7382 8254

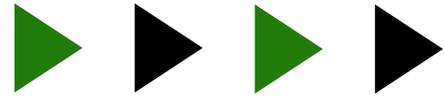
### What are good traits for a virtual producer?

Mentimeter



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# Real case incidents

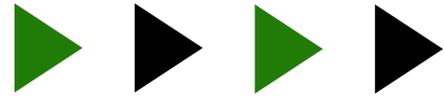
## Case 1

**Computer ran out of battery in a university workshop.**

## Case 2

**Computer crashed and frozen during a company meeting.**

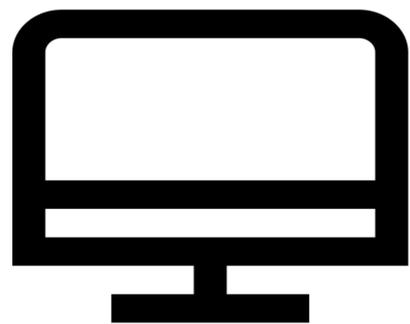
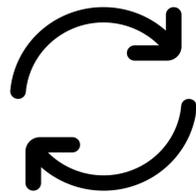
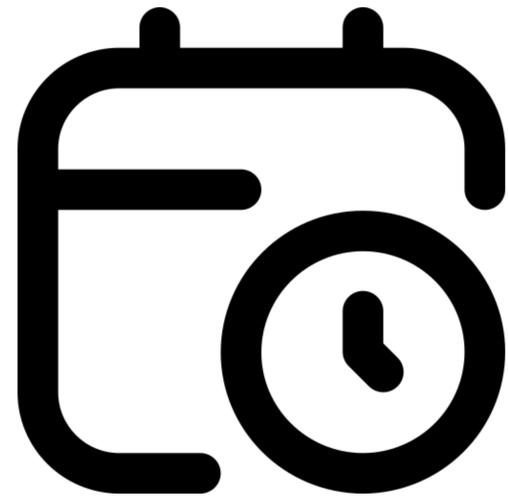




Tips of the Day

5

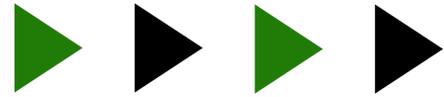
## Tools



- **Run of Show**
- **Stable internet, back-up source and power supply**
- **Update days before the session**
- **Second device, second screen**
- **Alternative Comms**

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Tips of the Day

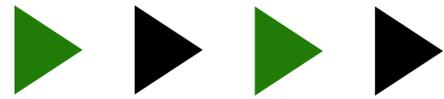
6

# Preparations

- **Test everything with the facilitator**
- **Discuss back up plans**
- **Set up communication channels**
- **Help participants test the platforms and tool**

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Tips of the Day

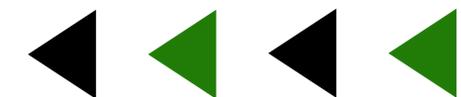
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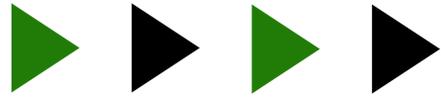
# Energizer – Whack-a-mole



• **Practice mute function**

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Tips of the Day

8

# Producer Roles

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