

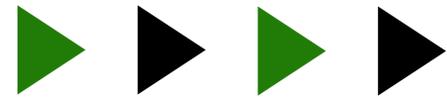
A large, stylized green letter 'E' that serves as a background for the text. The 'E' is composed of several thick, rounded segments. The top segment is a triangle pointing downwards. The middle and bottom segments are horizontal bars with rounded ends. The right side of the 'E' is a vertical bar. The text is overlaid on these segments.

**CEI VTL Masterclass Series**

***“Virtual Producer Training”***

***Pt II***

**By  
James Bishop**



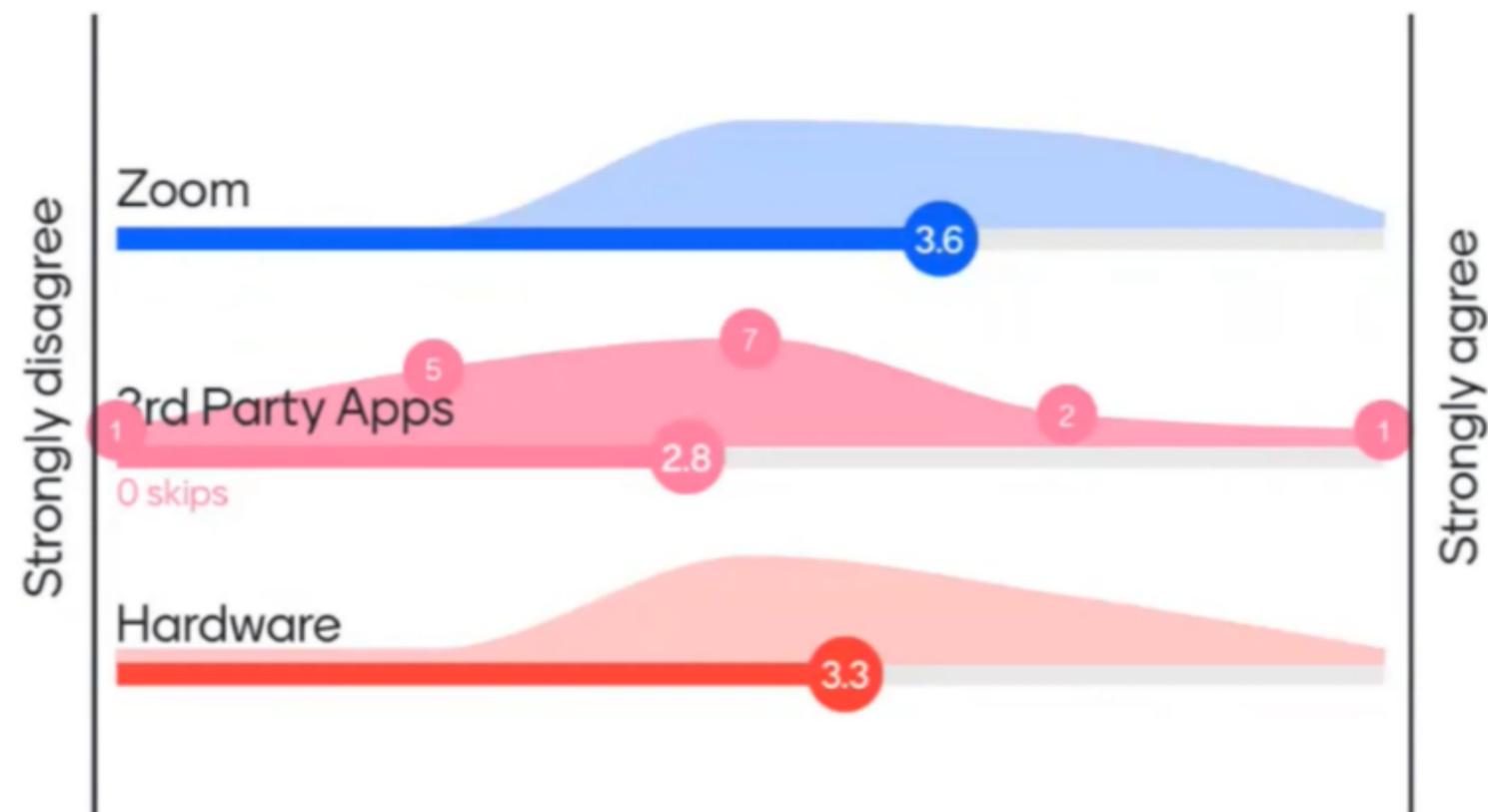
Tips of the Day

1

# 3rd party app - Mentimeter

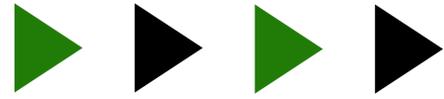
Rate yourself: "I have amazing 'Producer' skills"

Mentimeter



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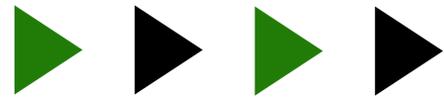
Tips of the Day

2

# 3rd party app - Kahoot!

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Tips of the Day

3

# Technology Requirement

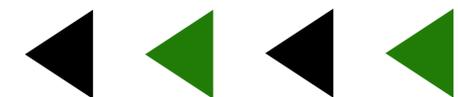
## Level 1: Minimum Technology Requirements

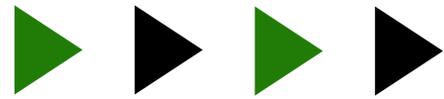
- Laptop / Desktop
- 2nd Screen (Can be an iPad / Tablet )
- Mouse, Headset / Mic
- Laptop Webcam
- Strong & stable Wi-Fi
- Stable Power Supply
- All Files on BackUp / Shared Server / Disc
- Run of show



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# Technology Requirement

## Level 2: Back-up of Level 1



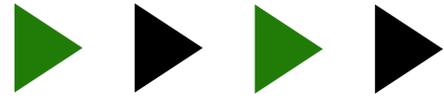
- 2nd backup Laptop
- 2nd Wi-Fi/ hotspot sources
- Backup Mic, Mouse & Camera (with cable connection)
- Lighting
- Noise cancelling software (e.g. Krisp)
- Co-producer



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Tips of the Day

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# Producer Activities in Zoom

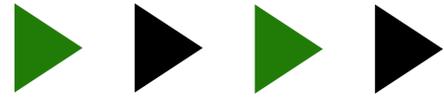
## a. Host & Co-host

## b. Breakout Room Functions

- **Creating (Auto/ Manual)**
- **Merging**
- **Naming**
- **Comms (Broadcasting)**
- **Sharing Slides**

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# Producer Activities in Zoom 2

**c. Chat Monitor**

**d. Renaming People**

**e. Spotlighting**

**f. Muting**

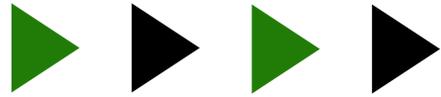
**g. Poll**

**h. Sharing Slides, Videos and Music**

**i. Fill in for ...**

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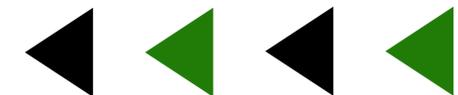
Tips of the Day

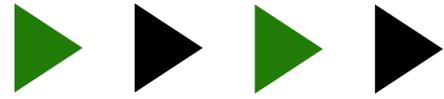
7

# Wheel-of-names

The screenshot shows the 'wheelofnames.com' interface. The main feature is a circular wheel divided into five colored segments: blue (top-left), green (top-right), yellow (right), orange (bottom), and red (left). Each segment is labeled with a category name: 'Fill in for James...', 'Slides & Music', 'Spotlight', 'Create a Poll', and 'Breakouts'. To the right of the wheel is a control panel with a list of entries, each with a color-coded button and a 'Shuffle' icon. The entries listed are 'Fill in for James ...' (blue), 'Breakouts' (red), 'Create a Poll' (orange), 'Spotlight' (yellow), and 'Slides & Music' (green). Below the list is an 'Add entry' button. At the bottom of the control panel, there is a 'Version 195' indicator and a 'Changelog' link. A small notification at the bottom of the control panel reads: 'Find the best meeting times for people across multiple timezones with our new tool TimezoneWizard.com. Used by business people, gamers and others who schedule online meetings.'

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## **Volunteer Demos**

- a. Share Slides and Music**
- b. Create Breakout Rooms**
- c. Spotlight 3 People Interviewed**
- d. Fill in for James**
- e. Create a Poll in Mentimeter**

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