

## Requirements for Intrado Studio Console Access

### System Requirements

- a. Check your setup by going to: <https://onlinexperiences.com/launch/StudioTest.htm> •  
Once you have run this test, please close this window.
2. **Please use Chrome or Firefox.** [Additional details](#)
  - a. <https://presentations.inxpo.com/SharedContent/HTML/VX/ComputerTipsStudio.htm>
3. [Speaker Requirements and Help Guide](#)
  - a. Slide requirements are on the third tab

## Pre-Recording & Live Day Instructions

1. Make sure you have watched the speaker training video and webcam overview video (if applicable)
  - a. Speaker Training: <https://onlinexperiences.com/Launch/Event/ShowKey=93002>
  - b. Webcam Best Practices: <https://onlinexperiences.com/Launch/Event/ShowKey=93260>
2. Connect at time listed in meeting request.
3. Make sure you are in a quiet setting and have a dedicated computer and phone.
4. Have a computer with audio, if you have headphones please make them available. 5. Use an external mic or computer mic with headset/headphones w/mic
6. Have a hardwired internet connection if possible.
7. Close all internet data consuming applications such as e-mail, slack, or any web pages actively consuming network bandwidth. If on a shared home internet, please limit other users from heavy bandwidth usage such as Netflix, Youtube or any large downloads.
8. Make sure any programs using your microphone or camera are closed.
9. Use a supported browser when accessing the presenter console
  - a. Supported browser information -  
<https://presentations.inxpo.com/SharedContent/HTML/VX/ComputerTipsStudio.htm>
10. Disable any VPN you may be using to connect directly to the Intrado platform.

## Presentation Content

1. **Presentation slides** should be sent in PPT format. No embedded videos. Please review the slide requirements [here](#).
2. If you are planning a **live demo** and need to share your screen please let your project manager know prior to the speaker training or recording session to ensure you can test your setup.
3. If you are using a **video** in your presentation, please send 72 hours in advance of recording session or live event. Consider that attendees will see your full screen in the slides box, which is about ¼ of their screen. If you expect them to read text, make sure your screen resolution is lowered or the text display increased in size so text will be legible at ¼ scale. Limit video length to 3-5 minutes each. If your demo exceeds that time, please plan to create multiple short video files. Demo videos should be high-quality MP4 files.