

Remote Demonstration Information

An Interactive Remote demonstration is a method woodturners from around the world can use to connect to your club via the internet in a private online meeting room. With two-way camera and audio connections, visual and verbal interaction is possible whether your Participants join from your club meeting location or their own homes.

The information below should be carefully read before a booking is made to ensure the club, its members and guests (Participants) receive the best possible experience. If you have any queries, please contact me for advice.

The below lists are the preferable minimum requirements for a successful demonstration. The most important things are the Internet Connection and A/V items on the lists. If your meeting venue does not have a good internet connect, please consider a 'Double Remote' demonstration instead.

Demonstration:

A usual Demonstration takes place in your usual (or other) club meeting place and barely effects your normal running order. The set-up for when you have a demonstration visit is slightly different. Here are the requirements.

- **Moderator:** A dedicated club member to monitor and oversee the equipment set-up and communication between the club and me. They are also responsible for passing on questions from Participants, or passing round a wireless microphone to enable members to ask questions in person (preferable).
- **Phone Number:** I will also need the Moderators phone number to call before the demonstration starts to confirm you are set-up and ready to go.
- **Internet Connection:** An internet download speed greater than 3mbs and upload speed 10mbs either through a router or a mobile connection;
- **Connection Device:** A suitably powerful laptop or PC with webcam and microphone. The camera should be pointing to your members so I can see them;
- **Webcam:** If using a PC as your connection device a separate webcam should be used so I can see your Participants and interact more easily with your meeting;
- **Audio Device:** Speakers connected to the connection device so your members can listen;
- **Microphone:** Ideally, a separate wireless microphone connected to the laptop to enable Participants to ask questions personally rather than passing them through the Moderator.
- **Display Device:** Projector and screen, or TV screen/s connected to the PC to present the demonstration to the Participants;

Alternative Method:

As a club, you are also able to allow your members to join the demonstration from their own homes. This may be appropriate if your venue has an inconsistent internet connection, or if demo timings are amended due to distance or time differences. In this instance, each individual will be responsible for their own Connection, Display Devices, Webcams and Audio.

Zoom Meeting:

- The connection device should have the free Zoom meeting software downloaded and installed from www.zoom.us. We will be using this for the meeting. **Your club does not need a Zoom account as I will act as the host of the demonstration.**
- After you book your demonstration, you will receive the link required to access the meeting. All you will need to do from your display device at the venue is click the link and your Zoom software will do the rest. You may be asked to provide the password on the invitation email. Be sure to send this to your Participants, too.
- **Important Note:** You can invite up to **100 Participants** to your Zoom meeting unless you have paid the additional fee for up to 500 Participants.
- If you booked a 'Double Remote' Demonstration, it will be the clubs responsibility to forward the link to all the Participants in good time to join the meeting.

Remote Demonstration Running Order

Although a remote demonstration is similar to an 'in-person' demonstration, here is a suggested running order for your Remote Demonstration using a meeting start time of 7.00pm and demonstration start time of 7:30pm as an example. If the event is being streamed in to member's homes, the first couple of steps aren't needed. *All times are based on your time zone.*

Demonstration:

- **Prior to 7pm:** Like normal, the venue is set-up before members arrive. It should be the Moderators responsibility to ensure the equipment is set-up and receive a phone call from me to check set-up is going according to plan.
- **7pm Doors Open:** As usual, members arrive.
- **7.15pm - 7.20pm:** Connection is made to the Zoom meeting so I can settle and see the members through your webcam and hear the atmosphere;
- **Chairperson/Presidents Welcome:** Normal club business and announcements before introducing the demonstration;
- **7.30pm:** Chairperson/President hands over to me for the demonstration to start. The Moderator is ready to monitor the set-up and pass questions to me using the external microphone
- **8.30pm:** Stop for a break leaving the meeting open, this time should be flexible and guided by me. Usual club business for a coffee break, raffle, competition. This is also a good time for members to ask questions;
- **9pm:** Demonstration resumes;
- **9.45pm:** End of demonstration with time for Q&A.
- **10pm:** Close of meeting.

After Each Demonstration:

- Following the completion of the demonstration, I will send over handouts you can forward onto your Participants for their reference
- You will also receive a link that you can use to pay the demonstration fee using PayPal via your account at www.msabansmith.com/my-account where your booking details are. Your club does not need an account to pay using their service.

If you have any queries, please contact me at admin@msabansmith.com
and I will be pleased to help where possible.
Visit www.msabansmith.com to make your booking!