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## Toronto Jane's Walk Festival May 1-3

### TIP SHEET

#### **Audio**

When conducting a live walk, be aware of your surroundings, especially any areas that might be noticeably loud or interfere with your walk narrative. These sounds might compete with your voice and make it hard for those following along to understand your story.

#### **Make Yourself Visible**

Do your best to make yourself visible during the walk. It is perfectly fine to turn your camera around so those following can see what you see however, be mindful of using this when you are speaking. Ideally, we should see your face as much as possible when you are talking to us.

#### **Is Your Battery Charged**

Be sure to have a full battery when conducting your live stream and, if necessary, pack an external charger to assist if needed.

#### **Use a Headset**

A headset isn't mandatory when holding a live stream, however, it is encouraged that individuals use a headset whenever possible. This will make it easier for individuals to hear you with better audio quality and allow you to use the full mobility of your cellphone camera without relying on the close proximity of your microphone.

#### **Mute Microphone**

Mostly a reminder for those that are listening to the live stream to mute their ends so that the walk leader does not get any background noise while speaking so that everyone can hear them clearly. In addition if the walk leader engages in back and forth questions or prompts with the audience, they should be mindful of muting their end of the live stream so that everyone hears the individual speaking as clearly as possible.

#### **Facilitator**

Walk leaders who conduct a live stream are strongly encouraged to have a facilitator that is familiar with the walk and can ideally speak comfortably about the topic; however, when this isn't possible, they should be comfortable stepping in and moderating the conversation. These facilitators should ideally be located in a quiet location and not with the walk leader, their responsibility would be to provide technical assistance, moderate questions and speak to the topic or aspects of the walk when the walk leader is not able to do so as they move from one-stop location to the next. If you do not have anyone for this role be sure to reach out to us to see how we at Jane's Walk can assist.

## #WalkWithUs