

# APRIL 30 SCHOOL TECH LEAD DETAILS



# dreamline™

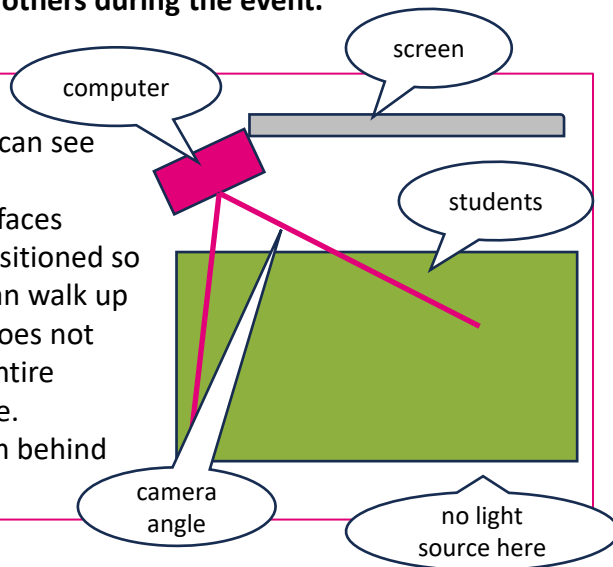
imagination - awareness - community - change



Thank you for agreeing to be the tech lead for your school's participation in the 2025 Dreamline Online Festival on April 30, 2025. This document is to present the tech requirements for the event. We will be in touch to arrange a tech trial for your site to test the set-up to ensure we elevate your students' voices and that they connect with others during the event.

## ROOM SETUP

- Student audience can see large screen
- Camera for Zoom faces students and is positioned so a single student can walk up to it and speak. Does not need to capture entire audience but some.
- Avoid lighting from behind student audience.



## EQUIPMENT REQUIRED

- ONE Zoom capable computer with Internet connection
- Large Screen or projector connected to computer
- Audio output that can be heard by all in room
- Video input that can be pointed toward student audience.
- Audio input that works when a student stands in front of computer. Built-in mic for laptop will work well.

## PROCESS

1. You will receive an invitation to be a Panelist in the Webinar. Accept invitation.
2. You will receive an email from us requesting a time for a tech trial. Set up a time when you can use the room where the event will take place and at least roughly configure the room as it will be.
3. Conduct the tech trial with Dreamline staff at the set time to allow us to check and adjust audio and video inputs.
4. On April 30 at 1:00 EST join the Webinar using the Panelist link you will have been sent.
5. During the event, monitor the text or WhatsApp backchannel we will set up connecting you to the Zoom host/producer.
6. During the event, monitor the audio for your site, muting except when called upon to unmute by the event MCs. You will receive a Run of Show in advance of the event.

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