

A NOTE ABOUT VIRTUAL FACILITATION EQUIPMENT

It's impossible to set standards for virtual facilitation without acknowledging that minimum hardware and software requirements must be in place.

A virtual facilitator relies heavily on their internet connection and their equipment. For large global organizations, this creates tension.

Recognizing that there will sometimes be a need for compromise, the table below includes the 'what' and 'why' of the ideal virtual studio equipment list for a facilitator.

Equipment List	What's Preferred...	Why It's Important...
Internet	Hard-wired ethernet connection	<ul style="list-style-type: none">• Higher speeds and increased reliability• Supports facilitator confidence and presence
Microphone	Higher quality wireless headset or external mic with background noise reduction filter	<ul style="list-style-type: none">• Improves quality and warmth of facilitator's vocal tones• Reduces participant fatigue from straining to listen
Camera	External HD camera with autofocus, positioned at eye level and looking directly onto the facilitator's face	<ul style="list-style-type: none">• Stronger visual impression of facilitator• Makes it easier for participants to see the facilitator's eye movements, facial expressions and hand gestures• Increases trust and rapport with participants
Lighting	Warm, soft, natural lighting on the facilitator's face	<ul style="list-style-type: none">• Reduces glare, shadowing, and back lighting• Improves participants' ability to see the facilitator's facial expressions and eye movements• Increases trust and rapport with participants
Positioning		
Multiple Screens		
Mouse & Keyboard		
Touchscreen		
Standing Desk		
Backgrounds / Physical Space		