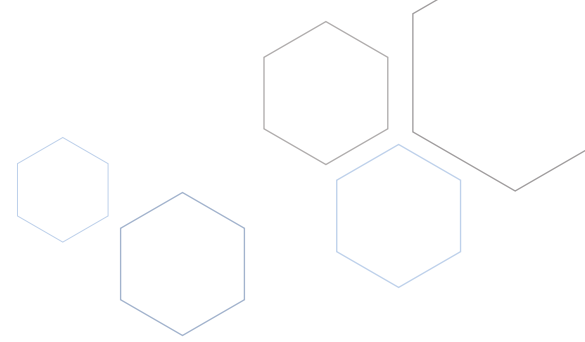# A NOTE ABOUT
VIRTUAL FACILITATION EQUIPMENT

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	• Higher speeds and increased reliability • Supports facilitator confidence and presence
Microphone	Higher quality wireless headset or external mic with background noise reduction filter	• 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	• 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	• 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		

SAMPLE

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FACILITATION