



CHINA Town Hall System Testing & Tech Instructions

The National Committee endeavors to keep CHINA Town Hall (CTH) as low-tech as possible. The national webcast will be livestreamed on our website via YouTube Live, a website requiring no special software to view, and the local town hall, whether held virtually or in-person, will only require a basic tech set-up.

On the next few pages, we offer separate suggestions for a) PARTNER VENUES HOSTING VIRTUAL TOWN HALLS and b) PARTNER VENUES HOSTING IN-PERSON TOWN HALLS. For any further questions, please reach out to cth@ncuscr.org and we will do our best to help your organization come up with an appropriate tech solution.

FOR PARTNER VENUES HOSTING VIRTUAL TOWN HALLS

Venues hosting virtual town halls do not need any special hardware or software to enable their audience to view the national webcast. The same can be said of their audience members: they need nothing more than a device with an internet connection.

That said, venues will need the ability – and quite possibly a paid account – to host their local discussion on a virtual meeting platform such as Zoom or Webex. Audience members joining the discussion may need to download some basic, free software. Please do your homework to make sure you understand your audience requirements so that you can let participants know ahead of time.

Viewing the National Webcast

Streamed via YouTube Live, the webcast will be viewable to all remote audience members with a computer (or smartphone/tablet) with basic internet access.

Option 1: Have all audience members watch separately

Distribute the link to the CTH webcast (<https://www.ncuscr.org/content/livestream>) to your constituents prior to its start time and ask all participants to watch it on their own before joining the virtual meeting room for the town hall discussion.

Option 2: Share screen within virtual meeting room

Ask participants to join the virtual meeting room prior to the start of the webcast and, as the host, share screen on the webcast so as to watch the webcast “together.”

Should you decide to go this route, please also distribute the link to the webcast (<https://www.ncuscr.org/content/livestream>) in the meeting chat. Advise your audience members that, if the video quality is poor when watching as a screenshare, they may leave the meeting room and watch the webcast directly. Of course, if you are holding your local town hall after the webcast, ask these audience members to return to your virtual meeting room upon the webcast’s conclusion.

To improve the performance of the computer used for CTH, we recommend that all unnecessary programs running on the computer be closed. Whenever possible, we also recommend that venues limit the use of other computers sharing the same network. This is particularly the case if other networks are involved with functions that require high internet bandwidth (for example, streaming a movie via Netflix).

Hosting the Local Town Hall Discussion

For the local town hall discussion, the host will need an account with Zoom, Webex, or comparable platform that allows for the number of audience members and length of program you anticipate hosting. Please note that a basic, free Zoom account may NOT allow you to serve as a CTH virtual host (audience size and program duration dependent).

You will also need to consider how you want to set up your virtual town hall. For partners using Zoom and similar platforms, you will have two options: 1) a meeting or 2) a webinar. If unfamiliar, we recommend checking out [this blog](#) for more information on the difference between meetings and webinars. This should enable you to select the option that best suits your town hall needs.

FOR PARTNER VENUES HOSTING IN-PERSON TOWN HALLS

To view the national webcast, partner venues planning an in-person CTH will need some basic hardware:

- A laptop or desktop computer with a high-speed internet connection
 - NOTE: While not a deal-breaker, we strongly recommend that venues use a wired internet connection (Ethernet cable) over a wireless internet connection
- Sound system/speakers connected to the computer to play webcast audio
- A large (flat panel) monitor or LCD projector connected to the computer to play webcast streaming video

There is no special software; however, venues should follow the following guidelines:

- To improve the performance of the computer used for CTH, we recommend that all unnecessary programs running on the computer be closed.
- Under your YouTube settings (found once you attempt to access a YouTube video), please make sure that your Quality is set to “Auto.” (If this doesn’t make sense to you, don’t worry; we explain how to get to these settings below.)



Whenever possible, we also recommend that venues limit the use of other computers sharing the same network. This is particularly the case if other networks are involved with functions that require high internet bandwidth (for example, streaming a movie via Netflix).

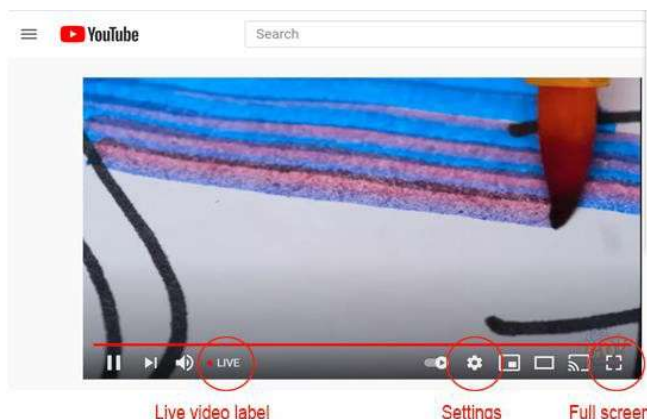
Testing Your System


In the weeks prior to the CTH webcast, we recommend you test your complete system: Simulate as best you can the set-up (large monitor/LCD projector and sound system/speakers) and conditions you expect to have on the webcast day and play a live video on YouTube Live. If you’re able to see smooth (un-pixelated, uninterrupted) full-screen video with sync’ed, uninterrupted audio, your system is ready to go. Early testing will help ensure that you can detect and address issues in a timely manner – that is, before you have a room filled with CTH attendees.

Remember: Only partially simulating your system – e.g., using your home internet connection instead of the connection at your venue, or listening to your video using your computer’s built-in speakers instead of external speakers – may not detect the issues you could experience on the program day.

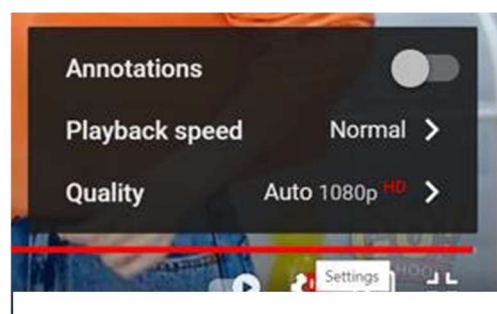
How to Test Your System (PC and Mac)

STEP 1: Visit the [YouTube Live](#) page and select a “Live Now” video. Live Now videos display a  symbol on the YouTube Live page and a red dot/“Live” video label  on the streaming video itself. (If YouTube Live isn’t offering any Live Now videos when you check the page, return at another time.)




STEP 2: Check your system’s ability to handle high-resolution video: While playing the video, hover over it with your mouse and click on the Settings gear  in the lower right corner. The resulting pop-up (see image at right) displays the quality at which your system will allow the video to play.

A system capable of showing crisp video will show Auto 1080p HD. A system operating at 720p is also acceptable, but will not be as sharp or high-definition. Playback rates that are lower than 720p are concerning; they make for a poor audience viewing experience. Please consider options for increasing your internet speed. Regardless, please set your quality settings to “Auto,” as this will enable your system to play the video at the highest rate it is capable of playing.



Note: It’s possible that some YouTube Live videos will have a top resolution below 720p; if that is true of the test video you select, choose a different test video. If necessary – if none of the live videos have a 720p resolution – return to the site at a different time.

STEP 3: Lastly, you will want to test the video performance when you expand to full screen, and then (as available) on the monitor/LCD projector you’ll use on the program day.

To switch from partial to full screen, click on the  icon in the lower right corner of the video. If you’re able to see smooth (un-pixelated, uninterrupted) full-screen video with sync’ed, uninterrupted audio, your system is ready to go.

If your tests are not completely successful and/or you have questions or issues, we recommend visiting the YouTube [help center](#). If you remain unable to resolve your tech issues, feel free to email cth@ncuscr.org. Though we are not IT professionals, we will do our best to provide potential solutions based on our various programming experiences.

We hope these suggestions have been helpful. For any further questions, please reach out to cth@ncuscr.org and we will do our best to help your organization come up with an appropriate solutions.