Fulton Summer Music Academy
Addison Teng, Director

Technical Requirements and Tips for FSMA Participants

We are excited to welcome you to the annual Fulton Summer Music Academy. Since this year's Academy may be partly or entirely virtual, please make sure that you have the appropriate technology and environment in place so that your experience will be a successful and enjoyable one.

Most of us have already been building fluency with online platforms as a result of ongoing social distancing and we hope that the FSMA technical requirements will not present a great burden for anyone. For support with any aspect of these technical requirements please email SMA@guarnerihall.org.

1. **Make sure you have a reliable internet connection.**

    We recommend that you check your upload speed here. If your upload speed is less than 3 mbps please contact us to arrange for a test of your connection to Zoom by June 15.

    Try to make sure that no one in your household will be streaming movies, downloading or uploading a lot of data, or participating in online gaming while you are in a Zoom class or lesson or uploading files, as this will make the experience very frustrating for you and your teacher.

2. **Choose the right environment for classes, other Academy activities, and recording.**

    Find a quiet room with minimal constant noise such as loud air conditioners or fans, running water (e.g., aquariums), pets, and other noises, and as far as possible from outside traffic sounds.

    Try to record in a room with no echo and a minimum of hard surfaces. (Bathroom NO! Bedroom YES!) Close the drapes if you can. Try to have your back to the wall and face(??) towards the mic.

3. **Have Zoom installed on your device and know how to use it.**

    Download the latest version of the Zoom client for meetings here if you don't already have it.

4. **Know how to record yourself optimally.**

    An external microphone will really help your sound if you can get access to one. There are good (and relatively economical) microphones that will plug into a phone, and some better ones like the Shure MV88 that do a great job. (For a deeper dive on microphones click here.)

    Please feel free to reach out to us for help with your recording setup prior to July 1 and we will help you become better at recording yourself!

Mics with multiple options (or "polar patterns") should be set to a fairly narrow setting. A wind screen for your mic really helps, even indoors, and is critical for recording speaking. The optimal distance for the mic is only about 18" from you and 15 degrees off to the side. Vibration transfers easily through hard surfaces so if the mic isn't already on an isolating stand, place it on a soft surface such as a folded towel. Turn off all options on the mic such as limiting and compression, and record at low microphone gain (less than halfway) to minimize noise and distortion from sudden loud dynamics. (Gain can be restored later. Distortion, however, cannot be removed.)

5. **Check your device storage.**

   Check to be sure you have enough recording time on your device before recording! The app you are using will probably tell you the number of recording hours available.

6. **Make smart use of smartphones when recording.**

   Set smart phones to airplane mode while recording to avoid extraneous sounds. In device settings, set the screen to not sleep so that you can keep an eye on the screen to make sure it continues to record!

7. **Know how to transfer files from the recording device to your computer.**

   Some devices such as Zoom recorders will have an SD card that you can remove and mount on your computer. Most phone recording apps will allow for the transfer of files using Wi-Fi directly from their internal memory.

8. **Share your audio files the right way.**

   Anything longer than a 3-minute .mp3 file will be too large to attach to an e-mail. You will need a cloud storage and file-sharing service to share most audio files, and most cloud services can be had for free with a limited amount of storage included. Some options that will work for GHSMA purposes are Google Drive, Box, Dropbox, OneDrive, and Hightail. (Please do *not* attempt to use Vimeo, Soundcloud, or iCloud to share files.)

   Uploading your audio files will take some time, even with a good connection, so plan ahead. If you are uploading directly from a phone, make sure you have a Wi-Fi connection and that you are

   no longer in airplane mode.

9. **Be ready to upload your files to YouTube.**

   Performances for masterclasses are to be uploaded the morning of each class for viewing by all through Zoom, accessible via a private link. Interactive work on the performance will occur on Zoom.

   Instructions for uploading videos to YouTube can be found below:
   Set up a YouTube account
   Create a channel
   Upload videos