

Critical Tips for Conducting Online Meetings

Summary Addendum

1. Use a Professional Platform
2. Use a Designated Workspace – Quiet
3. Proper Lighting
 - a. Minimize lighting behind you
 - b. Make sure you have light on your Face
 - i. Consider using small lights on the desk in front
 - ii. Consider a white desk top or spread white paper on desk to reflect light
4. Consider Using a Virtual Background (Professional, not goofy)
5. Proper Acoustics
 - a. Do not use computer microphone
 - b. Buy a quality external microphone
 - c. Use a carpeted room with furniture to reduce echo
6. Test your technical equipment and internet connection
7. Make sure your camera is at eye level
8. Consider Standing (or at least sit up straight)
9. Turn off Other Devices that can Make Noise
10. Dress Appropriately
11. Use Multiple Screens in case you need to research something on a different screen from your presentation
12. Use Post-it Notes around Monitor as reminders.

Zoom link to help for incorporating polling:

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>