ZOOM ETTIQUTE 101 WEBINAR

WBC HAMMERHEADS PRESENTATION
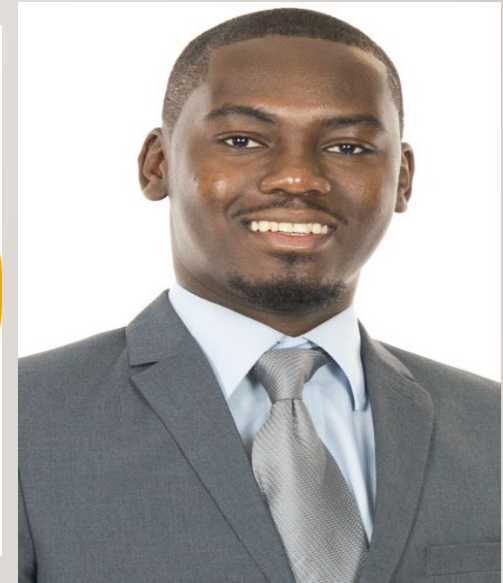
AGENDA

- INTRODUCTIONS
- HARDWARE & HARDWARE CONNECTIONS
- LOCATION
- CAMERA
- NATURAL VS VIRTURAL BACKGROUNDS
- PERSONAL APPEARANCE
- AWARENESS & ENGAGEMENT
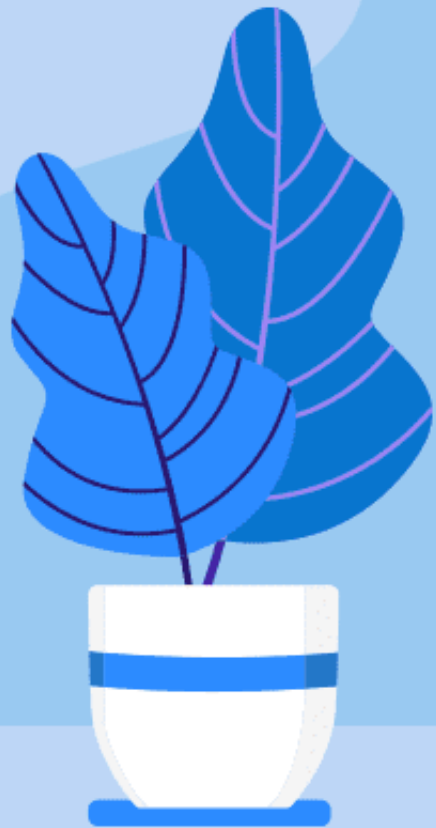- QUESTIONS

# ASHLEY ARBOLINO

DAVID OSEI

KAIDY WOLLMAN

HARDWARE
Whenever possible, use your laptop, not a mobile device

Plug in your power cord to ensure no unexpected shutdowns

Close out of applications like Outlook, Skype for Business (unless being used for the video conference), etc.

Application that produces a noise or pinging should be closed

Consider changing your Skype status to "Do Not Disturb"
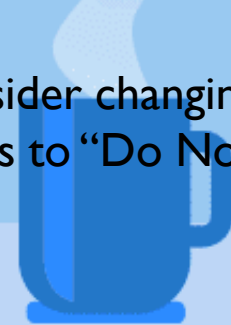
TEST YOUR HARDWARE + INTERNET CONNECTION

Ask a colleague to video chat beforehand so you can get familiar with the system, how to mute your mic, turn off camera, etc.

Log on to the call a few minutes early to get set up if needed or if you are unfamiliar with the system

Be prompt so that no one is waiting for you

LOCATION, LOCATION, LOCATION

Find a quiet, private location

If a private location is not available, mute your microphone when you're not speaking so that background noises aren't being picked up

Use headphones if you're not in a private location and let those around you know that you are participating in a video call

Headphones and headsets can often produce better audio quality than using your computer's audio

CAMERA

Set your laptop so that the camera is eye level or slightly above

Use books underneath or shelving to raise your device to an appropriate level; make sure it is a stable surface

If you have a camera set up that hooks on top of your monitor, don't hang it off to the side – weird angles can be distracting

Fill the screen with you – avoid too much space above your head Speak directly to the camera rather than looking at your screen

NATURAL VS VIRTUAL BACKGROUNDS

Use a background that is clutter free and neutral, if possible – this can be a painted wall or a well-staged bookshelf

It is not recommended to sit in front of a mirror or material with high gloss surface, as others can see the reflections of what is happening in front of you

Some conferencing apps, like Zoom, allow you to set a background photo

Coordinate with the team if you will be using a virtual background – Marketing + Communications can provide project images

Make sure your room is well lit Avoiding lighting from above
Do NOT sit with window or light source behind you, as this will cast shadows and make it difficult to see you on camera

A light in front of you is strongly encouraged

PERSONAL APPEARANCE

Wear appropriate clothing – avoid crazy or bright patterns that contrast with your background

Wear a full outfit, you never know if you must get up suddenly or if the camera falls

Body language is just as important during a video conference as it is during face-to- face meetings

Try to stay still and be attentive

You're on camera so others can see when you're yawning, stretching, etc.

BE PRESENT + ENGAGED
This is no different than if you were meeting in person!

Maintain eye contact (look at your camera, not the screen)

Others on the conference can tell when you are distracted – don't answer emails, IM, or check your phone while video conferencing

Resist typing on your computer during a video call. If you must, be sure to mute yourself first otherwise members will be able to hear