

# VIRTUAL MEETING CHECKLIST

**\*\* Be Prepared! Install And/Or Update Meeting Software At Least 20 Minutes Ahead of Meeting \*\***  
**Log-In to Scheduled Meeting At Least 10 Minutes Before Meeting Start Time**

<b>S E T T I N G</b>	<b>LOCATION</b>	<ul style="list-style-type: none"> <li>- Find A Room With A Door, Or Quiet Location Away From Lots Of Noise</li> <li>- Rooms With Soft Surfaces Such As Carpet &amp; Upholstered Furniture Provide Best Acoustics</li> <li>* <b>Avoid</b> Rooms With Hard Surfaces. Kitchens &amp; Living Rooms With Tile / Wood / Glass That Produce Echo And Other Unwanted Noise</li> </ul>
	<b>LIGHTING</b>	<ul style="list-style-type: none"> <li>- Primary Light Source Should Be Located In Front Of You, Ideally Behind The Camera</li> <li>- Direct Lighting Facing You Is Optimal. Natural Light From Sun/Windows Provides Most Natural Results</li> <li>* <b>Avoid</b> Any Bright Lighting Directly Behind, Or In Frame Of Camera As This Leads To A Very Dark Picture</li> </ul>
	<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>- Choose Appropriate Background Location And Items For Your Situation; Minimal Is Better</li> <li>- Solid Walls Are Best When Using Virtual Backgrounds In Zoom</li> <li>* <b>Avoid</b> Windows And Bright Lighting Behind You As This Produces Poor Image Quality</li> <li>* <b>Avoid</b> Large Spaces Behind You; These Allow For Unwanted Distractions For You And Meeting Participants Should Pets Or People Accidentally Enter This Space While Your Meeting Is In Progress</li> </ul>

<b>E Q U I P M E N T</b>	<b>POWER</b>	- Ensure All Devices (Computer,Camera,Etc.) Are Plugged In, Or Have Enough Power To Last Entire Meeting
	<b>INTERNET</b>	- Verify Internet Connection And Signal Strength Is Strong If Using Wifi
	<b>PERFORMANCE</b>	- Close All Unnecessary Programs Including Streaming Applications; This Will Improve Program Performance And Reduce Lag / Connection Issues
	<b>CAMERA</b>	<ul style="list-style-type: none"> <li>- Eye Level And Aligned With Screen Is Optimal</li> <li>- Try To Place Camera &amp; Screen No More Than 6-12 Inches Higher Or Lower Than Eye Level For Best Results</li> <li>- Stay Within 18-36 Inches From Camera</li> <li>* <b>Avoid</b> looking down at sharp angles</li> </ul>
	<b>AUDIO</b>	<ul style="list-style-type: none"> <li>- Use Headphones / Headset With Built In Mic For Best Audio Experience For You And Participants</li> <li>- Ensure Correct Mic &amp; Speakers Are Selected In Settings</li> <li>- Verify And Test Speaker &amp; Mic Settings In Zoom / Skype When First Logging On</li> <li>* <b>Avoid</b> Using Computer Built-In Mic. These Act Like Speaker Phones And Pick Up A Lot Of Background Noise. Sounds Especially Harsh When Used In Locations With Hard Surfaces Such As Tile &amp; Glass</li> </ul>
	<b>DISTRACTIONS</b>	<ul style="list-style-type: none"> <li>- Turn Phones On Silent Or Vibrate</li> <li>- Limit Access To Room From Personnel, Pets, Children And Other Potential Distractions</li> <li>- <b>*VERY IMPORTANT*</b> Mute Your Microphone Until Your Turn To Speak</li> <li>* <b>Avoid</b> Using Multiple Monitors Unless Necessary For Meeting</li> </ul>

<b>Y O U</b>	<b>ATTIRE</b>	- Business Casual Attire Is Typically Sufficient, Unless Otherwise Specified By Your Meeting Host
	<b>EYES</b>	<ul style="list-style-type: none"> <li>- When Speaking, Focus On Camera, Not Computer Screen (Gives Virtual Eye Contact)</li> <li>*<b>TIP</b> - Place A Piece Of Brightly Colored Paper (Post-it Note, Tape, Etc.) Near Camera To Allow You To Quickly Locate Camera And Have Something To Focus On While Speaking</li> </ul>
	<b>VOLUME</b>	<ul style="list-style-type: none"> <li>- Use Moderate Conversational Volume</li> <li>- Using A Headset Or Headphones With built-In Mic Will Help To Reduce The Chances Of "Yelling"</li> </ul>
	<b>PACE</b>	<ul style="list-style-type: none"> <li>- Speak At A Medium Pace</li> <li>* <b>Avoid</b> Talking Fast. Participants May Not Hear Well, Or Might Not Have A Strong Connection Causing Some Interruption Or Lag</li> </ul>
	<b>MOVEMENT</b>	<ul style="list-style-type: none"> <li>- Minimize Body Movement; While Speaking And When Acting As A Participant. Can Be Very Distracting</li> <li>- Hand Gestures Are Okay, But Keep Them Deliberate And Within Camera Area</li> <li>*<b>Avoid</b> moving Camera Unless Absolutely Necessary. This Includes Moving In Or Around Your Location</li> </ul>

**HAVE A GREAT MEETING!!!**



← **CAMERA MARKER** - CUT ALONG DOTTED LINE. ALSO, CUT OUT BLACK PUPIL PORTION OF THE EYE ALIGN PUPIL CUT-OUT DIRECTLY OVER YOUR CAMERA AND SECURE EDGES OF MARKER WITH TAPE THIS WILL HELP YOU EASILY LOCATE YOUR CAMERA AND STAY FOCUSED ON IT WHILE TALKING