

TIPS FOR ONLINE MEETINGS

Lighting

- Turn your desk/computer toward a natural light source.
- Place lighting in front of you as opposed to behind you using natural lighting if possible.
- Try to avoid using multiple light sources.
- Use a light dimmer (if available) to adjust lighting for a natural flesh tone.
- Adjust your computer screen brightness and light sources to lessen the effects of computer fatigue.

Sound

- Use a quality headset if you have one.
- Use fabrics and carpet to muffle distracting sounds.
- Make sure you are in a quiet area free from unnecessary distractions (as much as possible in your current circumstances)

Background / Environment

- Create a professional, non-cluttered background.
- A blank wall is preferable to complicated, busy background.
- Think minimalism.

Before the Meeting

- Close competing applications / programs unless you are facilitating a presentation and are sharing your screen.
- Test all technology (including camera/video, Wi-Fi, and screen sharing) *before* the meeting
- Come prepared. If there is an agenda, read it and be ready to share information or ask questions.
- Turn your camera toward your face (try not to use a profile view) and center your video on your face as much as you can.
- Ensure that everything you need is within reach.

During the Meeting

- Enter the meeting with your sound muted.
- Remember to turn sound on and off before and after you speak.
- Remain stationary: avoid moving around the room during the meeting.
- Avoid staring at your phone while other people are presenting or talking.
- Avoid interrupting other people when they're speaking (or attempt to speak over them).
- Refrain from working on other tasks (like checking email) during the virtual meeting.
- Turn off all notifications and make sure your cell phone is on silent.
- Avoid routinely turning your camera on and off as this can change your location in the video queue on some platforms and create added distractions. Use this function sparingly and only when absolutely necessary.
- Watch yourself during the meeting to evaluate whether or not you are demonstrating distracting behaviors.

After the Meeting

- Make adjustments to your meeting space and your meeting performance as necessary.
- Ask a trusted colleague to evaluate your online meeting performance to obtain feedback.
- Practice using your online meeting platform in non-work related interactions to gain confidence and skill in using the platform.

Want to practice your online meeting skills? Set up a digital appointment with us! Call or visit www.gonzaga.edu/Handshake.