

## Zoom Best Practices for Speakers

**Attire:** Participants will be able to see you via video, so it is important to dress as you would if you were at the office.

- ❑ Avoid solid black and white clothing, narrow stripes, and tight patterns like herringbone.
- ❑ On camera, tight patterns create an effect called “moiré” which can be distracting:
  - ❑ Suggestions for Men: Button-down shirt in solid colors, tie, or sports jacket
  - ❑ Suggestions for Women: Sweater, blouse, business casual shirt

**Background:** It is important that your video be easy to see.

- ❑ **Don't:** Sit in front of a window or a messy background
- ❑ **Do:** Sit in an area where you are well lit from the front, and there is little going on behind you. See image below for an example of a good setup for your webinar.



**Camera Position:** Make sure your camera is at a good angle!

- ❑ **Don't:** Place the camera on your lap or below your face, about 8 inches away.
- ❑ **Do:** Place the camera at eye level, about 1.5 - 2 feet from your face, with your face centered on screen

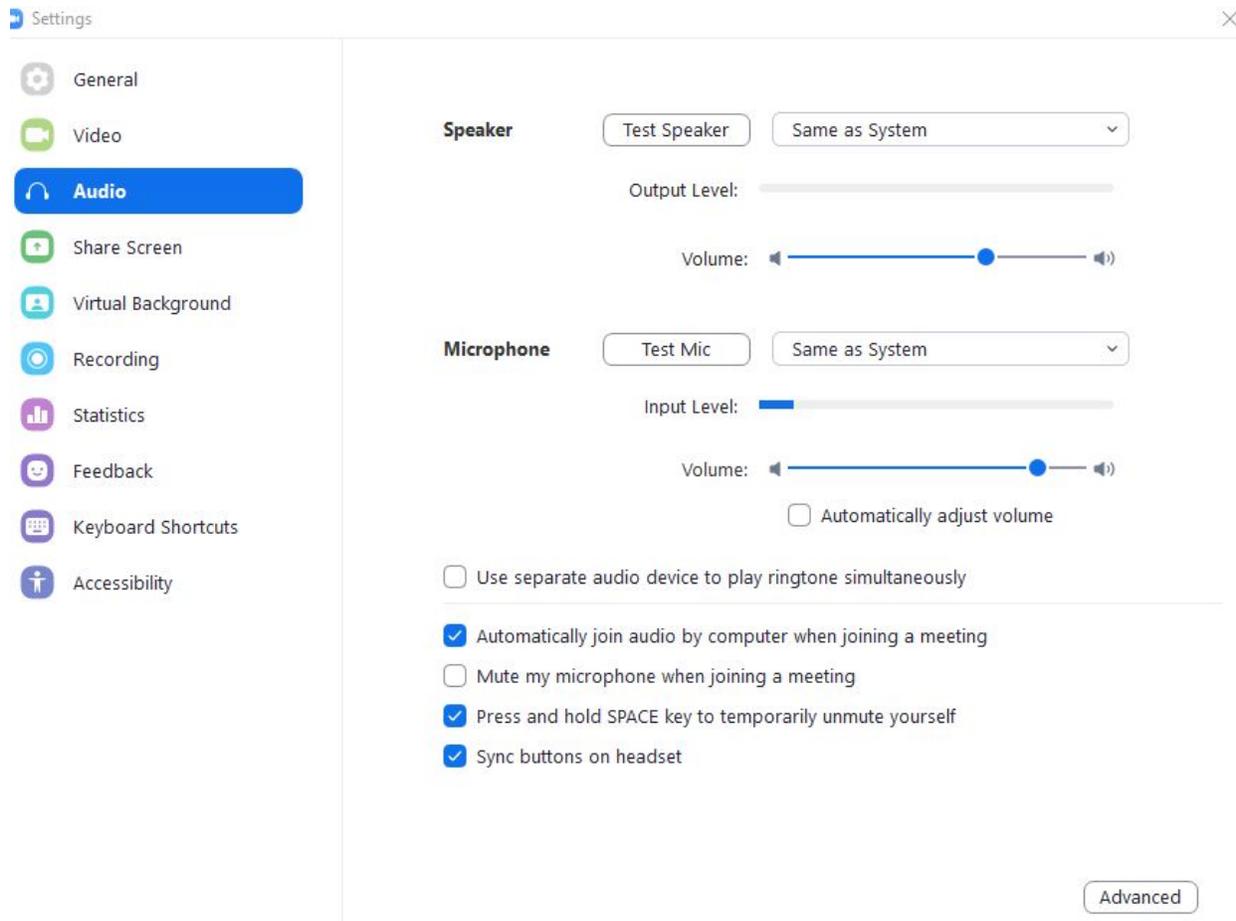
**Basic Zoom Functions:** Familiarize yourself with these three important functions:



<b>Mute/Unmute:</b>	<b>Video:</b>	<b>Share Screen:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The red line indicates that you are muted.</li> <li><input type="checkbox"/> Click this button to unmute yourself.</li> <li><input type="checkbox"/> To mute yourself, click it again.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The red line indicates that your camera is off.</li> <li><input type="checkbox"/> Click this button to turn it on.</li> <li><input type="checkbox"/> Click it again to turn it back off.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To share your screen, click this button.</li> <li><input type="checkbox"/> Select the window you want to share (suggestion: select PowerPoint).</li> <li><input type="checkbox"/> Do not share your screen until it is time to do so in the session. When you share your screen, all participants can see it. Note: anything on your screen will be shared including any tabs if you are sharing a web-browser.</li> </ul>

**Volume:**

- Turn the volume up on your computer to an appropriate level
- Be in a quiet room with no other people or noises
- Speak at the same volume you would if you were using a speakerphone on your phone.
- Adjust your audio settings for output and input levels to ensure you can hear others and they can hear you. See below.
- It is not recommended to use headphones during a webinar but if you must, please do your best to make them not distracting to the viewer. Also test your headphones first to ensure you can hear what is happening on screen.
- Be sure to mute your cell phone so you don't get any loud rings while you are speaking!



### Before the Meeting:

- Confirm with your host(s) if you will use any webinar tools, such as Chat, Q&A, Polls, Screen Share, or if you will present slides.
- Join the meeting 15 minutes in advance to ensure the technology is working before attendees join. At this time please put your personal phones on silent, but keep your phone nearby in case we need to contact you.

### During the Meeting:

- Participants will be held in a waiting room prior to the start of the meeting.
- When you are not speaking, please put your audio on mute and disable your video.
- Should you get disconnected go back to the original link that was sent to you to rejoin.
- The host will communicate via the chat feature if anything needs to be adjusted or changed during the webinar.