

Guidelines for a good online experience

Meeting online enables many things, however there are a few things that remote gatherings bring that are different from meeting in person, for example at a training venue. In a training venue there tends to be only one or two doors to be kept closed to minimise interruptions and unexpected sounds from the environment beyond the room. The room is usually well lit, and bright sunlight coming through the windows can be managed with blinds or curtains.

In the online world, we are bringing multiple spaces to the meeting. With this in mind, please help yourself and others by considering these guidelines:

1. Wear headphones rather than use the external speaker on your computer. AirPods or wired headphones work well.
2. Having a separate microphone can improve sound quality. Microphones are often integrated with headphones in a headset.
3. Position your camera so any light source is either to the side or in front of you so we can all see each other clearly. Avoid having a light or window behind you otherwise we may only see your silhouette.
4. Ensure that your head is well positioned to be in the middle of the viewing window.
5. Clean your camera lens.
6. Reduce background noise in your room by closing curtains (which help reduce echoing) and shutting any doors.
7. Using a computer is a much better experience, as you'll have a larger screen to see us all on. Avoid using a phone or tablet to join the session, as the screen is too small to see people in your group and some Zoom features may not be available or limited in this format.
8. Mute or switch off your phone for calls and notifications.
9. Switch off/disable Alexa or Siri as we find they can join in unexpectedly!
10. Download and explore Zoom before you arrive in the meeting if you are new to using it for video conferencing.