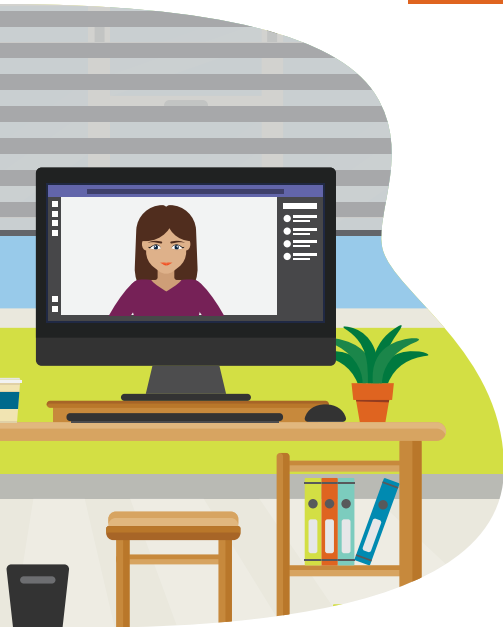# VIRTUAL MEETINGS CHECKLIST FOR
PRESENTERS AND PARTICIPANTS

EQUIPMENT AND PHYSICAL SPACE REQUIREMENTS

- ☑ Make sure that your device (computer, cell phone or tablet) is using your personal internet connection, via a cable if possible, and is equipped with a camera and microphone.

- ☑ Place your device at eye level, as opposed to looking down at it. A stand or stack of books can be used to elevate it.

- ☑ Set your device securely on a stand or a table. The video will be too shaky if you record while attempting to hold your device.

- ☑ Test your set-up prior to the meeting. Use your device's internal camera application to check out a recording of yourself before switching to the video call application.

- ☑ The internal microphones on most laptops and tablets will suffice, but if possible, use earbuds or headphones that have a built-in microphone.

- ☑ Sit upright and back in your chair. Try not to crouch over your device.

- ☑ Frame the shot to include a bit of your torso below the shoulders and a bit of the space above your head.

- ☑ Your primary light source should be in front of you, or no more than 45 degrees from the camera you are looking at.

- ☑ Keep in mind that some light bulbs are warmer (yellow) or cooler (blue) in colour. Try not to mix these types. Avoid overhead lights, which create dark shadows under the brows and eyes.

- ☑ Natural light from a window is best, but a lamp with a lamp shade is a good back-up option. Whenever possible, try to record during the day.

- ☑ Brighter backgrounds are preferable to darker ones and will work better with your light source.

TIP

Think of a clock. If the camera is at 12 o'clock, the light source should be between 10 o'clock and 2 o'clock.

- ☑ Silence all of your other devices, including cell phones, landlines and tablets.

- ☑ If possible, use a space that is carpeted or that has other sound-detecting materials such as books, couches or pillows.

- ☑ Good preparation, including sending out invites and reminders for the meeting and checking to make sure your microphone and camera functions properly.

- ☑ Select a quiet, well-lit area with minimal background distractions to broadcast from.

- ☑ Wear a colour that distinguishes you from your background; for example, don't wear a white shirt in front of a white wall.

- ☑ Remember that you are always visible during video calls. Avoid checking emails and doing work when other people are presenting.

TC TRANSFORMATION
DIGITAL BY DESIGN

VIRTUAL MEETINGS CHECKLIST FOR
PRESENTERS AND PARTICIPANTS

PROCEDURE

- Make sure your computer is on, connected to the internet and is functioning accordingly.

- If possible, disconnect from the Virtual Private Network (VPN) as this can sometimes lead to tech issues

- Close any unnecessary programs on the computer or device you are using.

- It is a good practice to have a second device handy should the device you are using stop working.

- When presenting it is recommended that you use the MS Teams backgrounds that you can access here. Directions on how to save them and get them set up in MS Teams can be found on GCpedia.

- It is good practice to use the hand raise function when requesting to speak.

- Try to look directly into the camera when speaking.

- Mute yourself when you are not speaking.

- When it's your turn to speak, don't forget to unmute yourself.

- Enable your camera when you join the meeting and keep it on so that you can be seen for the duration of the meeting should it be required.

- If you are sharing a document or presentation during the event, be sure to click on it after selecting "share your screen."

- Use a second screen for your notes and have a hard copy available in case you experience any technical issues.

- Be aware of filler words or phrases you tend to repeat (like, right, um, so, you know what I mean, okay).

- Frequently touching your face can be distracting to the participants. Avoid this by pretending you are always on the screen.

- Use plain language and avoid jargon, acronyms and assumed knowledge.

- When the meeting is over, please disconnect from MS Teams.

TC
TRANSFORMATION
DIGITAL BY DESIGN