
Virtual Meetings – Best Practices

The purpose of this document is to provide some best practices to make Virtual Meetings better for everyone.

- **Test your video and audio before your meeting.** For Zoom meetings you can test here: zoom.us/test
- **Look at the camera.** This takes a bit of getting used to since you want to look at the other participants faces but try to look at the camera when you are talking.
- **Adjust your camera if it is too low or high.** Your camera should be at eye level.
- **Even though it is tempting, try not to multitask too much.** If you are going to, please mute yourself or your guests may hear you clicking around.
- **Dirty clothes in a pile, an unmade bed, and so forth give an unprofessional vibe.** Clean up and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly). Zoom also provides virtual backgrounds to help you disguise even the most recklessly cluttered environments.
- **Lights, camera, action!** Note, the first item here is LIGHTS. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.
- **Barking dogs and slamming doors are not just annoying in person.** Find a quiet space to meet, shut the door, and mute yourself as necessary.
- **Do not get too close.** Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is more natural for the viewer (after all, in an in-person meeting you are usually seeing more of a person than just their face). This is especially beneficial if you tend to gesture a lot.
- **While it is not necessary to dress quite as well as you usually do, try not to take it down more than one level from your normal office attire.**
- **Learn how to share your screen.** This feature can come in VERY handy. However, make sure to close all unnecessary tabs to make it easier to share.
- **VMG Laptops are the best option for Virtual Meetings.** I have seen some requests around headsets etc. But the microphone that is built into the HP laptops provides the best clarity to the patient. Additionally, the on-board camera functions great and even has lighting to help in low light situations.