

Tips for Participants

Tech Prep

- Check the meeting link early to make sure you can get into the online space. (Sometimes the app or software needs to download to your device.)
- Mute yourself and/or turn off your video if something is going on around you or you need to scratch your bum or pick your nose (stop touching your face!).
- Silence your notifications on your phone or computer, if possible.
- Turn off background noises: dishwashers, vacuums, washers/dryers, music or radios.
- Using a laptop/desktop vs. handheld device: a computer is more stable so if you're using a phone, be sure to put it in a stand to remove wiggling and jiggling, which is really hard to watch from the other end!
- Choose your meeting view: in Zoom, there are different view options, so choose group/gallery or single speaker. Gallery view is great if you want to read body language; speaker view is better if you want to focus on who's talking or what's being said.

Visual Considerations

- Sit or stand: pay attention to how much you move, sway or fidget (movement can be distracting) and choose where to plant yourself.
- Watch your angle: test your camera angle ahead of time to ensure your dirty laundry isn't in view, and if you talk with your hands, make sure they will be in frame.
- Check your background: too busy can be a distraction; too plain can cause us to worry that you're in a dungeon! (Consider using a Zoom background for extra fun!)
- Lighting: ensure you are lit so you are visible. If you are at a window, you should be facing it, otherwise you'll be a silhouette.

Shared Experience Considerations

- Come prepared: do the prep work and bring what you need.
- Respect the time allocation: watch your talking/sharing time, and let others have their say too.
- Food and drink: it's a good idea to have water handy. Turn off your mic and video if you are eating or slurping...especially if it looks really delicious!
- Kids, pets and spouses: request their cooperation ahead of time, or secure them in another room. Bribes may be necessary.
- Help your host out: offer to take notes, keep time, or just ask how else you can help the meeting run smoothly.

If you remember only one thing:

Assume that we can see and hear everything... so behave accordingly!

