

## **Guiding principles**

- Being able to see and hear each other can be very meaningful  
Zoom can be a very good way to make that happen
- *video* is important, but *audio* is more important  
audio interruptions/distractions are harder for people to handle than video interruptions/distractions

## **Participants**

### **Learn how to use Zoom**

- <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- Practicing with a person experienced in Zoom can be very helpful

### **Before a meeting**

- Test your setup
- Stage your video area
  - ▶ Video quality is dramatically improved by good lighting  
Make sure the light is in front of you, not behind you - being backlit makes it harder to see you
  - ▶ You are the most important thing for others to see - don't let your background upstage you  
A visually busy background can be very distracting

### **During a meeting**

- If possible, turn up early
- Try to look into the camera; a conversation feels more natural with some "eye contact"
- Mute your video or walk away from the camera if you need to do anything private
- Mute your audio if you're not talking
  - ▶ See <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>
  - ▶ -or- <https://support.zoom.us/hc/en-us/articles/360000510003-Push-to-Talk>
- Take advantage of all the channels available to you
  - ▶ Use "sign language" (for example, thumbs-up for "OK", hand wave for good-bye, etc)
  - ▶ More "sign language" - if you want to speak, physically raise your hand or use the "raise hand" feature  
see [https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h\\_50523139-7bac-403b-9c59-1755ada65ad9](https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h_50523139-7bac-403b-9c59-1755ada65ad9)
  - ▶ Use the chat feature to access the chat window to chat with the participant(s)  
See <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>
- Some movement at regular intervals is good for your health - sitting on a ball chair, taking advantage of meeting breaks, standing, and stretching are good ways to move. There are ways to keep hearing the goings-on. You can mute your video or be out of view if you think you might be distracting.

## **Meeting Hosts**

- Set an agenda
- Keep the meeting safe; for some tips, see:  
<https://www.nytimes.com/2020/04/07/style/zoom-security-tips.html>
- Inform your participants about the call and how to join it
- At the start, tell people how they can interact
- Try to make sure the meeting doesn't go on longer than it needs to
- Try to take measured breaks during longer meetings (every 60 to 90 minutes is good)
- Optionally record your meeting to share with those who could not attend