



PARKLAND VALLEY'S BEST PRACTICES TO ONLINE MEETINGS

checklist

Participants

- Try to place yourself in a well lit, distraction free area. We find having a window/sunlight in front of you works best.
- Please angle or stack your camera to capture you face straight on.
- Test your speakers and microphone before the meeting.
- The use of headphones is encouraged but not mandatory.
- When your video is on, refrain from moving around the room or limit movement in your background. This can be distracting to other participants.
- To see everyone in the meeting, use the Gallery View. You can change your viewing settings at the top right hand side of the meeting window. If you only want to see the speaker, then select Speaker View.
- It is important to maintain professionalism while on online meetings - meaning being respectful to others by treating people and dressing as you would if attending an in-person meeting.
- If you need to leave the meeting early, let the Host know by sending them a message in the chat.
- Do not be afraid to test out features. The Host can always help you if something goes wrong.
- PARTICIPATE!! If you are new to Zoom do not be afraid to ask for assistance!