

Guidelines For A Good Experience Online

Meeting online enables many things, however there are a few things that remote gatherings bring that are different from meeting in person in say, a training venue. In a training venue there tends only to be one or two doors to be kept closed, interruptions and unexpected sounds come from a single environment.

Online we are all bringing our spaces to the meeting and with this in mind please help yourself and others by considering these guidelines

1. Wear headphones rather than use the external speaker on your computer (AirPods work well if you have them, or wired headphones)
2. Having a separate microphone can improve sound quality – they are often integrated with headphones
3. Position your camera so any light source is either to the side or in front of you so we can all see each other clearly (avoid having a light or window behind you otherwise we may only see your silhouette) and that your head is well positioned in the middle of screen
4. Clean your camera lens
5. Reduce background noise in your room by closing curtains (which help reduce echoing) and shutting any doors.
6. Avoid using a phone if you can, as the screen is too small to see people in your group
7. Mute or switch off your phone for calls and notifications
8. Switch off/disable Alexa or Siri as we find they can join in unexpectedly
9. Download and explore Zoom before you arrive in the meeting if you are new to using it for video conferencing