

## **Zoom / Google Hangouts: Tips for meeting Attendees**

### **\*Mute your microphone**

\* To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. If the host or another hears noise/other distractions, they will mute you and this is acceptable practice during meetings.

### **\*Be mindful of background noise**

\*Mute your microphone at the beginning of the meeting. If you plan to present / speak, unmute your microphone at this time. Avoid activities that could create additional noise, such as shuffling papers, typing, conversations in nearby office (close your door) etc.

### **\*Position your camera properly**

\*If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants. If you need to move locations, turn your video off and video back on when you are in position.

### **\*Limit distractions**

\*You can make it easier to focus on the meeting by being at your desk ready to join in. Turn off notifications, closing or minimizing running apps, and muting your smartphone.

\*If you are off site on a WCTE assignment or need to leave to go off site, i.e. production shoot we ask you as much as possible to limit this during Zoom meeting. No traveling / driving car etc. unless this is necessary. Try to be at a stationary desk and ready for the meeting. We do realize in our work environment this might be the case from time to time but not to stop and get lunch, video other team members in the midst of a meeting etc. Let us be prepared for our business meetings via Zoom in advance.

### **\*Avoid multi-tasking**

\*You will retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on the PowerPoint presentation until after the meeting ends. No Facebook, no checking texts but present – focused on the meeting with your video on.

### **\*Prepare materials in advance**

\*If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins. Be sure to let the host of meeting know you have materials to share.

### **\*Not to do during Zoom calls**

\*Eating on Zoom calls, do not eat lunch or snack while on Zoom calls. Try to schedule this before or after Zoom calls.

\*Do not vape / smoke on Zoom calls.

\*No outbursts or harsh words. Be kind and let us talk things out in a productive and constructive way.