

virtual meeting tips

ATTIRE

- Blue, beige, off-white, pastels are recommended.
- Ties - Simple is best. Bring several options if unsure.
 - Darker colors are most flattering.
- For dress shirts - avoid bright white. If you do choose to wear a bright white shirt or blouse, make sure to wear a darker jacket over it.
- AVOID Black, grey, white, bright orange, bright reds.
- AVOID Small patterns/bold patterns, they tend to appear in motion when on camera.

JEWELRY

- Watch out for jewelry that reflects light or makes noise, like bangles.
 - AVOID Jewelry you may fidget with if you get nervous.

MAKEUP AND HAIR

- It is fine to wear makeup to cover up blemishes and reduce perspiration.
- AVOID Vivid red lipstick or lip gloss (anything reflective); stick to softer tones, matte formulas or dab lips with a little powder for a matte finish.
- Hair should be neatly arranged so that it does not distract you while presenting.

ROOM SETUP

- Leading up to the program, consider the location of your webcam and the light that room receives during the time of day you will be presenting.
 - Be cautious of placing the camera by windows or under skylights.
 - Ensure your background is tidy and not distracting.
- Please make sure you are presenting in a private area. Try to present from a separate room or post a note on your door that you are in the midst of a live presentation to discourage interruptions.

video conference/virtual event attendance checklist

CAMERA

- Resolution: HD (720p or higher) or 4K.
- Commonly integrated into a laptop or as a separate USB camera.
- Position camera a few inches above presenter's eye level. If necessary, raise the laptop so the camera is higher than eye level.
- Test in advance to ensure the equipment is recognized by the intended video platform.

MICROPHONE/AUDIO

- A good solution is a microphone built-into the laptop.
- An alternative is to use a microphone that is integrated into either a pair of wired or wireless headphones
- The best microphone is an external microphone connected via USB to the laptop. This will require a microphone stand.
- Headphones with a headset microphone that is noise canceling serve well in a noisy environment.

COMPUTER/NETWORK

- High speed processor – either dual or quad core.
 - Available RAM should be at least 2GB free.
 - Close unnecessary programs before beginning.
- Fast and reliable internet connection are important. Confirm you have an upload speed of at least 2 Mbps, while 4 Mbps would be preferred
- Ensure during the event proper bandwidth is available, be mindful of other users on network.
 - Test in advance to ensure everything is working well prior to the conference or event.