

Video Meeting / Zoom Tip Sheet

These apply to all video meeting formats – note that these tips were collected during discussion with members at the NV Chamber Morning Recharge event, March 2021

Presenting Yourself

- Name/Identification:
 - Show your name (first name is most important) and your business/company name with about 15 characters. Make sure it fits your screen space available
 - This space helps others identify you and include you in the conversation - it is also a space to reinforce and remind people of the name of your business
- Audio/Sound:
 - Mute when not speaking
 - Avoid feedback from microphone being close to your speaker
 - Double check that your sound is working at the beginning of meeting
- Video/Lighting:
 - Have your camera is ON – show you face
 - Ensure your face is well lit
 - Lighting: there are lots of tips on lighting on the internet
- Background
 - Do not let your background take away from you and your message
 - Using Live/Real Background - your room
 - Be aware and purposeful of what others see in your background (good & bad)
 - Your room/space: reduce clutter, reduce distractions
 - Use the space around you to show your brand, products, or personality
 - Using Virtual background
 - use appropriately – don't let a virtual background distract from you
 - use your business logo – reflect your brand
 - use virtual background to remove distractions that might exist in your live background
- Other custom options
 - Consider your options - Desktop/Laptop access to Zoom often has more functionality than your phone (e.g.: renaming yourself)
 - Have fun with the features, but assess the situation and audience before you put on the virtual bunny-ears and make up

Meeting Etiquette / Tips

- Stay present - don't multi-task
- MUTE yourself when not talking
- Don't interrupt the speaker
- Have your camera ON – show you face

- Eating – NO, unless it is an event focussed around food. Nobody really wants to see (or hear) you eat while online
- Drinking – it's OK to have a drink (coffee etc.) in most meetings, but be careful re alcoholic drinks – only when/where appropriate
- Timing: Be on time. If you arrive late or leave early, do not distract from meeting by dwelling on what delayed you. A simple private note on chat to the organiser is appropriate
- BASIC PRINCIPLE: Use the same judgement you would in a face-to-face meeting

Networking Tips on Video / Zoom:

- Use the Chat function:
 - Group message: respond to speaker, share interesting information or links
 - Private message: introduce yourself to another participant – ask if they'd like to arrange a phone call at a later date
- Engage in the conversation – become part of the audience
- Help others get involved in the conversations
- Put your hand up (virtual or real) if you cant find the right time/space to speak
- Do not hog the stage – it is only one at a time on Zoom. In real life, people can shift and break into different conversations. Online, there is only one conversation. Give space for others to comment

Pros & Cons of Video Meetings:

If you are organizing a video meeting, consider the pros and cons for the others who maybe participating. Especially for a small meeting, ask what format the other participants would prefer (phone, zoom, etc.)

Pros:

- More inclusive – more people can be involved at a lower cost in travel, time and mobility than for live events
- More equitable:
 - Some barriers when face to face (height differences, etc.) are removed when online
 - Some people may be more comfortable meeting online – use that to your advantage

Cons:

- Zoom fatigue – do you really need to use video when a phone call is fine?
- Not all people are comfortable with the technology or have easy access to a computer – consider your audience

Meeting Safety and Security

- [How to keep your Zoom meetings safe and secure](#)