



BURCH & CRACCHIOLO

Important Tips for Virtual Meetings

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As work has become more virtual, people are learning new tools to help them work remote. One of the biggest changes is virtual meetings. Most of us haven't had a reason to do a virtual meeting therefore, we don't know the ways to prepare for one. I've put together a few tips to help make your virtual meeting more successful.



Placement of the camera is important. You want to try your best to have your camera be at eye level so you are looking directly into the camera. Try to avoid having to look down.

If you're using a laptop with a built-in camera, you may have to put the laptop on a riser or books to accomplish this.



Lighting is also important. It's helpful to place a desk lamp behind your computer so your front light is brighter than your backlight.

This will illuminate your face and make it easier to be seen.



Have the meeting browser window on the same monitor as your camera. You want to try to be able to see the other participants so look into the camera as much as you can.

This is done best by having the meeting window directly below the camera.



Whether we're conscious of it or not, it's easy to be comfortable since you're at home. So, be mindful of your posture while you're on screen. Sit up straight, shoulders back, and chin up.

Also keep in mind that even though you aren't speaking you are still in people's view so try to maintain a smile on your face.



Another thing to be mindful of is your background. Be sure it isn't distracting and is clear of clutter, noise, and movement.

You want to ensure you are the focal point of your video.



Lastly, if you're having a meeting on a platform that is new to you, try to familiarize yourself with it beforehand. There is typically a tutorial video on their website that will walk you through the tools they have.

YouTube is also good for finding how-to videos.

In conjunction with being prepared on that platform, be sure your camera position is correct and your audio is working. I've found the best way to test this out is using the Camera app on your computer. Most importantly, have fun while you're learning new things; keep an open mind; and always research or ask questions. The developers do a great job making these tools user friendly and remember, there's always assistance!