ZOOM MEETING
BEST PRACTICES

A GUIDE TO SUCCESSFUL ONLINE MEETINGS AND PRESENTATIONS

PHYSICAL SPACE

- Eliminate background noise
- Adjust camera angle to make sure you're on camera
- Check for power
- Choose a clean and appropriate background
- Ensure there is little backlighting
- Gather headphones, cords, etc.

SELF-PREPARATION

- Log on early to allow time for troubleshooting
- If you will have input, prepare your notes
- Have a backup plan, and then another backup plan
- Be mindful of best practices for a face-to-face meeting (use an agenda, assign roles, etc.)
- Run through your presentation

STARTING THE MEETING

- Begin with introductions
- Establish meeting norms:
  - Set up agreed-up goals and outcomes
  - Begin and end on time
  - Encourage active participation
  - Establish sign for speaking (such as raising your hand)
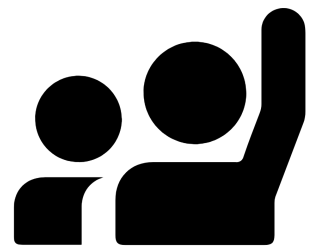
DURING THE MEETING

- Mute your audio when you are not speaking
- Don't interrupt
- Speak clearly and in a normal voice
- Look into the camera (eye contact)
- Limit side conversations and multitasking
- Be mindful of time
- Leverage online collaboration tools like Google Drive

ENDING THE MEETING

- Review action items and assign tasks
- Schedule subsequent meetings if necessary
- Thank participants and say goodbye

TROUBLESHOOTING

- Remain calm
- Refer to your backup plan
- Contact the Enterprise Technology Experience Center 1-855-278-5080