

## GENERAL TIPS FOR A SUCCESSFUL ZOOM MEETING

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- **Background** – Make sure what the camera can see in the background is clean and uncluttered. Try to find a neutral space as a backdrop, like a wall or a door. You want the focus to be on you.
- **Camera position** – Your camera should be at eye level. When using a laptop for video calls, lots of people make the mistake of pushing the camera back – don't do this! Try using a stack of books or magazines to get your computer at the right height.
- **Lighting** – The room you choose should have good lighting. You might consider putting a lamp next to your computer facing your face to make sure that you look your best too!
- **Eye contact** – Remember to make eye contact with the other participants. This means looking directly into the camera – not at the image of yourself!
- **Rehearse** – Do a dress rehearsal to make sure that you know how to set everything up. You'll want to know how to position your camera, how to use the technology, and what the background looks like on camera.
- **Noise** – Find a quiet space! Normal, everyday sounds can be very distracting on video. For example, if you live on a noisy street, sit as far away from the window as possible.