TECH TIPS & BEST PRACTICES

- **Disconnect from your VPN!** There are often fire walls associated with VPNs that can prevent proper connection to Zoom and/or the virtual event site. **The platform does not recommend accessing the conference while on your VPN. You may need to reach out to your IT administrator to bypass the firewall.**

- **Set your camera at eye level:** Often, this means propping up a laptop.

- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. Avoid having a window behind you, as this may create a "witness protection program" effect.

- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.

- **Don't compete for bandwidth:** Check to be sure that you are not competing for bandwidth with others in your household. Additionally, close out of all other functions to allow for a strong internet signal. Cameras and screen sharing use a lot of bandwidth, so if you find you have weak internet, it is suggested that you turn your camera off.

- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Close down your email, notifications that pop up on your screen, and any program you do not need to use during the presentation. Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted.

- **Plan backup!** If you're presenting and plan to use PowerPoint, also save it in PDF format and have this readily available (saved to your desktop) if the slides aren't advancing (sometimes a bandwidth issue).

- **Mute** your audio and stop video when you are not the active speaker. Remember to **unmute** and allow video when it is your turn to present or ask a question.

- **Share Screen:** If you are sharing your screen, click the big green Share Screen button and choose the specific window/application you want to share.
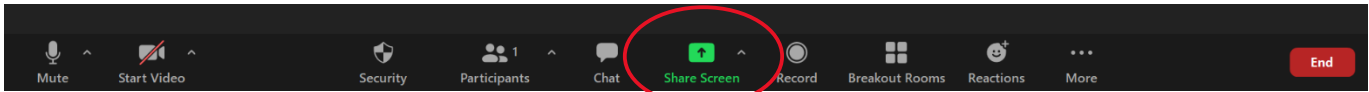
- If you have a PowerPoint presentation, please have it open in **PLAY** or **PRESENT** mode and on the first slide so that when it's your turn to share your screen, you aren't scrambling to find your slides.

- If your presentation includes a video, **OPTIMIZE FOR FULL SCREEN VIDEO and COMPUTER AUDIO** when screen sharing. To do this, use the Share Screen feature; you will then see the options for this setting.
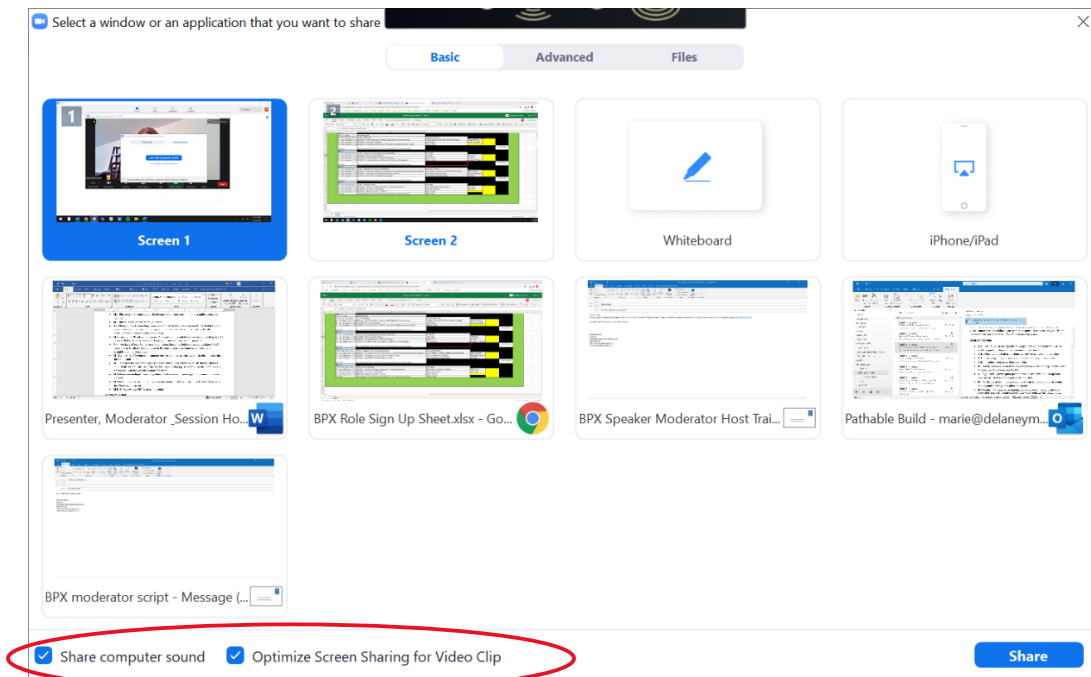
- At the start of the session, presenters should have **camera on** and **microphone off** so that you can be seen, but only the moderator can be heard.