

## Guidelines for Attending a Zoom Meeting

The following information is to provide members with guidance on how they can prepare to attend the upcoming AMPED Event.

When preparing for your meeting:

Know your equipment.

- Plan to use your laptop or desktop device (iPad or tablet). Use your cell phone as a last resort since ideal positioning is difficult.
- Locate the webcam (tiny pinhole usually at the top edge of your screen).
- Position the lens directly opposite (in front of) your eyes. You can practice doing this by having a Zoom meeting alone.
- To ensure your eyes and the lens are on the same level, you may have to adjust either your chair or use books or other items to raise or lower your screen.
- Familiarize yourself with Zoom and review SOPs provided on specific functionality.

Ideal Setting

- Use a quiet, well-lit room.
- Choose a neutral background with no windows. Natural, soft lighting is ideal, such as lamps and other indirect sources.
- Experiment to get light that illuminates your face in a flattering way but isn't too harsh or too dim.
- You can also position lights on either side of the webcam to illuminate your face.
- Avoid sitting with your back to a window (or make sure you have light-blocking window treatments). When light from behind you hits a webcam, it compensates by going dark, making you look like a shadowy silhouette.
- Position yourself in the center of the screen.
- Pay attention to what's behind you in the camera.

Minimize distractions.

- Ensure your internet connection is strong and reliable. This is best accomplished by plugging your machine directly into the router or modem if possible. For support, please reach out to helpdesk.
- Close any computer programs you don't need. Random background programs can slow down your connection.
- You and others on the call should keep your microphone on mute when you are not talking. Practice taking your phone on and off mute before an interview begins.