



# “Best Practices” for Virtual Meeting Participants

The Connecticut Network (CT-N) has developed some “best practices” to help you in the event you find yourself participating in virtual meetings that will appear on the network’s TV or web channels. We know not everyone is a video expert so we hope to provide some information to make your video conferencing experience a positive one. We encourage participants to consider the following recommendations to help minimize technical problems while successfully presenting an event you are involved in to a viewing audience. We also know first-hand how challenging the transition to video conferenced meetings can be, which is why we appreciate the efforts you are making to navigate these new environments with us.

## A Few Technical Considerations

- Make sure you have a good Internet connection at your location. A wired connection will offer the best chance for you to be seen and heard without interruption, but Wi-Fi is also a good choice if you don’t have hard-wired options.
- If you are using a VPN or Remote Desktop, please close all remote connections and log-in to the virtual meeting from your local computer.
- Make sure your computer or device is plugged in or fully charged; we don’t want to lose you during the meeting!

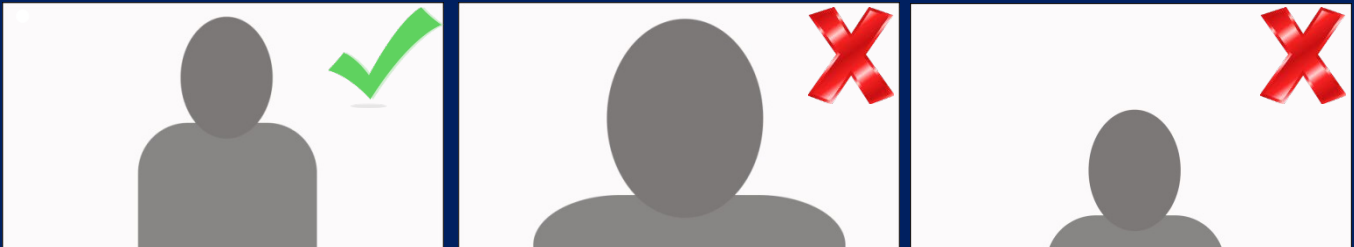
## Best Practices for a Good Experience

- When you turn on your web cam, consider the background that will be seen behind you so that objects you don’t want to be seen, or shouldn’t appear on TV, are not visible.
- Using virtual backgrounds to replace your surroundings is a good option if it works well on your computer or device. Consider choosing a solid color for a background so that you remain the focus when participating.
- Find a bright room to sit in so there is plenty of light on you and your face. This should also be a location that is quiet to minimize interruptions or distractions during the meeting.



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- If you have a window behind you, please close the blinds/curtains to help the web cam obtain a proper exposure of you. Consider a different location if you can't control a bright light in your background.
- We encourage using a desktop or laptop computer when participating in a virtual meeting but if you have to use a mobile device please orient the device horizontally, not vertically, and place it on a solid surface rather than holding it in your hand.
- You should try to be eye-level with the web cam so that you are not looking up or looking down at the camera. Using books or reams of paper to raise your computer or device will help you accomplish this.
- When framing yourself in a web cam please be aware of how you appear following these examples:



- Please turn down any other audio sources in the room including CT-N on your TV or computer to avoid audio delay issues during the meeting.
- For the best audio experience, wear a pair of earbuds that have a built-in microphone. This will help you hear meeting participants more clearly and sound clear to others in the meeting.
- You should keep your microphone muted until you are called upon to speak.

## Other Considerations

- You should introduce yourself the first time you speak and try to identify yourself every time thereafter in case your video box is off-screen or you are participating without a web cam.



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- Once you activate your web cam consider yourself on TV. CT-N starts broadcasting before the scheduled start time of the meeting.
- Please consider dressing appropriately for TV audiences.