

Tips for attending digital meetings during this conference

- To achieve the best sound – feel free to use a headset or a table microphone. Try to find a more subdued environment to avoid noise and echoes.
- For best lighting – make sure to get lighting from the front, not from the side or from behind. If necessary, supplement with a table lamp.
- Feel free to use an external webcam.
- If you have the opportunity – use a network cable, not just Wi-Fi.
- Make sure the background is as neutral as possible with few distracting elements that might vie for attention. Alternatively, you can add a wallpaper.
- Think about the location of the picture. You should not have too much space above your head. Maybe you can put your laptop on top of some books to get a better height.
- If you are going to present, you might feel more relaxed standing up. It provides an opportunity to express yourself through body language. Place a chair on the table, where you then place the computer or camera, to get the right height.
- Should a PowerPoint, image, sound, film etc. be shared? Test it beforehand.
- For the best experience and features when participating in Zoom meetings – make sure you have the downloaded program. If possible, do not participate via the browser.
- Each presenter should sit at a separate computer/camera (even if there are several of you who will present) unless you have access to a studio. If there are more than one person using the computer, there are often problems with both sound and image.