

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 background photo.
- 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. You might need to place the computer on something to get the right height.
- If you are going to share a power point presentation, images, sound, films etc. please make sure you test in advance that it works, to save time during your presentation.
- 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.