

THE POLICY CIRCLE PRESENTS:
A GUIDE TO

VIRTUAL MEETINGS

SET YOUR SPACE

Be in a quiet, small room to avoid background noise or use a headset if this isn't possible.



YOU'RE ON CAMERA

Be aware of what your face looks like while at rest or when other people are speaking.

FIND YOUR LIGHT

Light yourself well and from above.

Lighting needs to be in front of you. Face a window instead of having your back to a window.

Use lamps without the shades on them in front of you if necessary.

LESSEN DISTRACTIONS

Turn off the notifications on your computer by accessing the settings or preferences menu.

Focus on the meeting and be an active learner - don't multi task if at all possible.

DON'T BE A DISTRACTION

Keep yourself on mute when not speaking to reduce feedback. If your microphone is causing feedback, turn down the volume on your microphone.



BE BOLD

Don't be afraid to wear a deep or bold lip color, or bright colors.

FIND THE CAMERA

Camera should be at or slightly above eye level.

Talk into the camera, while it feels unnatural to you, for attendees it will appear that you are looking directly at them.



SMILE

Smile and enjoy the conversation!