ACCS Zoom Video Conference Tips

Purpose

This document outlines some tips and suggestions that ACCS would like you to consider ahead of participating in your Zoom video conference.

Tips for participating in Zoom Conferences

Getting ready for your conference:

Ahead of your conference date, find a location where you can participate in the conference with minimal interruption. Set up this location ahead of your conference time and consider the following tips:

- Position your camera at eyeline to present the best view of yourself.
- If possible have a clean neutral background
- Make sure you have suitable lighting in your room/area. It can be a good idea to close your blinds to reduce glare.
- Consider closing windows and doors and muting your telephone to reduce environmental noise.

If you are new to using Zoom, it may also be helpful to undertake a test run with a friend or family member to familiarise yourself with the application.

Controlling noises around you:

Please be mindful that your microphone may pick up the sound of a keyboard tapping or paper shuffling, along with other environmental noises around you. Such noises can be distracting to other participants in the conference.

To minimise these disruptions, we encourage all participants to put themselves on mute when you are not speaking. You may also want to consider wearing headphones if you have access to them. Please ensure that if you are wearing headphones, they have a microphone incorporated into the headset.

Etiquette:

It can be helpful to speak a little slower than usual when you are participating in a video conference, as it accounts for any audio delay. Please also consider allowing for a brief pause between speakers to assure the full audio has been conveyed and you aren't cutting each other off.

Look into your camera as much as possible so as to maintain eye contact with the other participants.

Try to keep your body movements to a minimum, and avoid distracting movements like swaying etc.