Virtual Meeting Magic… Poof You're a Star

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AGENDA

Why is Video Technology so Popular Right Now?

The landscape (options) of Video technology

The anxiety towards Video Technology

Capabilities of Video Technology

Technicalities and Set up to Video Technology

How to be the Best Host

How to be the Best Participant

Myth Busters about Video Technology

Video Technology Do's and Don'ts

Good background vs. Bad background

Resources

POLL QUESTION

WHY IS VIDEO TECHNOLOGY SO POPULAR?

- With the pandemic, many workplaces has gone remote in order to survive these unprecedented times

- A lot of the software is now free (within limitations) so it's become an easier resource to access

- In-person meetings and huddles cannot happen in person due to limit on gatherings

- Video technology has been the new resource to accommodate the new normal

Ask yourself, do you need to do a Zoom Call?

THE LANDSCAPE OF VIDEO TECHNOLOGY

What options do I have right now if I want to use Video Technology for my business/team?

- *Zoom* – reliable, larger video calls and webinars

- *Microsoft teams* – ideal for Microsoft users

- *Google Meets* – ideal for G suite users

- *WebEx* – webinars

- *GotoWebinar* – webinars with controlled chat box features

ANXIETY TOWARDS USING VIDEO TECHNOLOGY

Why should I not be anxious about video technology?

SOME DAYS MY HAIR WEARS ME

- Everyone is new to this - not knowing exactly is understandable

- Video technology relies on using Wi-Fi connection - which isn't always in your control - understandable

- There are securer options available (in terms of security), check with your organization what they approve of

- If this is a serious issue that you are concerned about, talk to your managers openly

DIFFERENT CAPABILITES OF VIDEO TECHNOLOGY

What are the different purposes of video technology?

- *Virtual meetings* – video weekly meetings with team members, from anywhere in the world

- *Webinars and lectures* - teach in a virtual environment

- *Appointments* - doctors have now adapted to video technology for their appointments with patients

- *Virtual cocktail hour* - hangout with friends or bond with colleagues in a virtual setting whilst still having a good time

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HOW TO BE THE BEST HOST

01
Having moderators
- They can help answer questions and any technical issues participants are facing
- This way, you can focus on delivering content

02
Setting agenda
- Lays out a clearer idea for the audience
- Gives people a heads up before hand
- Wastes less time if you are on time constraint

03
Choosing the correct format
- Webinars - ideally for public larger audiences that use interactive tools
- Meeting - 1-on-1 participation, secure confidential information being shared

04
Interacting with your audience
- Webinar fatigue is very common
- Keep audience engaged through Q&As, polls throughout the presentation and breakout sessions to interact in smaller groups

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HOW TO BE THE BEST PARTICIPANT

01
Ask Questions!
- Use formal and polite language when asking
- Use features like a chat box or Q&A box
- Ask the host or moderator of the call rather than the speaker

02
Dealing with technical issues?
- Inform moderator immediately – it is their job to help!
- Don't inform host – they oversee delivering content and introducing speakers

03
Being polite!
- Use appropriate language
- Keep muted and video off when asked to
- Interact when asked to – makes situations less awkward for hosts

04
Tardiness
- Show up 5 minutes before the start
- This will ensure agenda starts and finishes on time
- Respect your time and other's time as well

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MYTH BUSTERS ABOUT VIDEO TECHNOLOGY

"All video conferencing applications are the same"

- No, they are not - you must watch out for operating systems that your employees are using, and person capacities
- Zoom works on any operating system - MAC OS, Android, Windows so it is most accessible to all employees

"I am afraid my video call will get hacked"

- Applications like Zoom now have the calls encrypted and protected by a password to enter the call

MYTH BUSTERS ABOUT VIDEO TECHNOLOGY

> "I live in a busy household and find it hard to find a quiet place"

- This is something everyone understands and struggles with too
- Try finding a room where you can do your call, and communicate with your household on timing

> "I have kids/pets and they run around; I find hard to keep them in one place"

- Workplaces need to be understanding that parenting and work have now mixed
- If your child runs in between or screams during a meeting, just apologize and carry on with the conversation
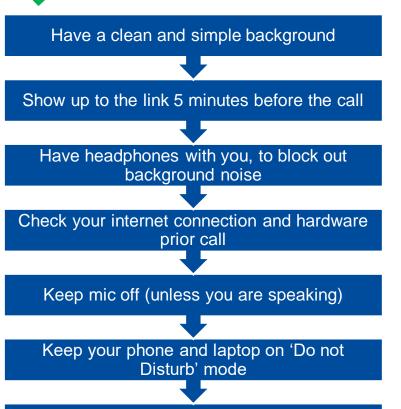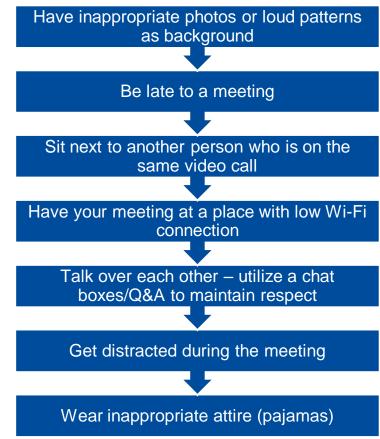
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VIDEO STRATEGY

Before you hit RECORD…

VIDEO TECHNOLOGY DO'S AND DON'T's

DO'S	DON'T's
Have a clean and simple background	Have inappropriate photos or loud patterns as background
Show up to the link 5 minutes before the call	Be late to a meeting
Have headphones with you, to block out background noise	Sit next to another person who is on the same video call
Check your internet connection and hardware prior call	Have your meeting at a place with low Wi-Fi connection
Keep mic off (unless you are speaking)	Talk over each other – utilize a chat boxes/Q&A to maintain respect
Keep your phone and laptop on 'Do not Disturb' mode	Get distracted during the meeting
Dress for the occasion	Wear inappropriate attire (pajamas)

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BACKGROUND DO'S AND DON'T's

✓

✗

Do	Don't
Use high quality resolution pictures as a background	Use low quality blurry photos
Use aspect ratio 16:9 and minimum resolution 1280 x 720 p	Have crazy patterns
Uncheck the 'mirror my video' option in your settings if your background image includes text	Have inappropriate wording or picture frames
Use background images that are royalty free – Pexels, Unsplash	Have confidential information in the background

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SET THE SCENE

What is the background? Look at the space that you are planning to do the video and take note of its features.

Controlling distractions. Noise levels in our homes is easier said than done, particularly for parents of young children (and pets who sometimes like to participate on calls).

Lighting. Think "natural."

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LIGHTS, CAMERA, ACTION!

Find a quiet, private, well-lit place, free from possible interruptions. Controlling your environment is hard, but give yourself the best opportunity to record distraction-free.

Practice, practice, practice. While interviews or video calls are live conversations, practice does make perfect.

Dress professionally and avoid bright colors and loud patterns. Putting your best foot forward virtually means being every bit as presentable as you would during an in-person lecture.

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TECHNICAL SETUP

Ensure your internet connection is stable. Are you connected?

Check that your computer's audio is working. Can we hear you?

Test the camera. Can we see you?

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BE PREPARED

Familiarize yourself with the material about to be discussed. Create notes for yourself as necessary.

Have a pen and paper handy. There is nothing worse than appearing unprepared on camera.

Close any unnecessary web browser tabs and applications. When you're screen sharing, there is the potential to share *everything*.

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BODY LANGUAGE

Be conversational. After all, it's still human-to-human, despite the screen.

Be aware of your posture. Think about how you would be sitting in an in-person meeting.

When listening, nod and smile to show you are engaged. Body language is still an important indicator of your attention.

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Software & Hardware

Recommendations

SOFTWARE - ZOOM

Live or pre-recorded. Zoom can be used in either scenario. If you're recording with a smartphone, we recommend also recording in Zoom as a back-up.

Take advantage of the features. Everything from live polling to whiteboard demonstrations, the platform has many features to help improve content flow and interaction with the audience.

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HARDWARE

Camera. Today's smartphones have great built-in cameras. If you have a DSLR, that's a bonus!

Microphone. Audio is often an afterthought in a video presentation integral role (50%) in communicating concepts and ideas. If the audi audience.
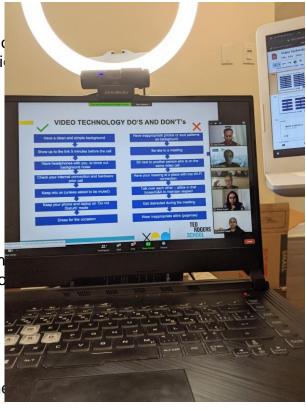
Suggestions:

Blue Yeti (PC)

Shure (Mac)

Blue Snowball (PC)

Tripod. If you would like to record yourself on a separate camera, th camera steady and at the appropriate height. If you are standing, yo inches and has a smartphone mount.
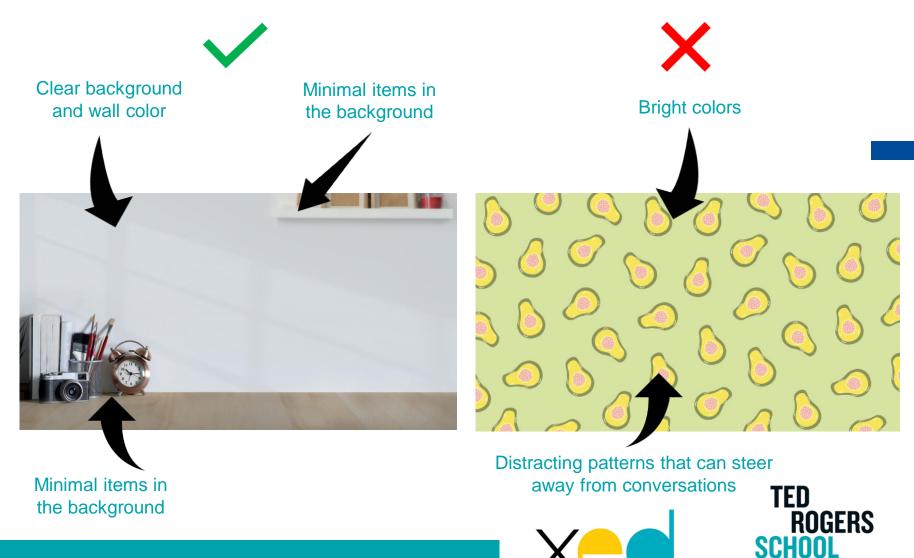
Suggestions:

Desktop Tripod

If you are standing, they should have a tripod that is at least 60 inche

Lighting. Natural light is great if available. If possible, face a window. If no natural light is available, it is recommended to get an appropriate light source.

GOOD VS. BAD VIRTUAL BACKGROUND

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Clear background and wall color

Minimal items in the background

Bright colors

Minimal items in the background

Distracting patterns that can steer away from conversations

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WHICH BACKGROUND IS THE BEST TO USE?

DEMONSTRATION

RESOURCES

How to set up a Zoom Meeting

https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings

Video Technology Do's and Don'ts

https://www.digitaltrends.com/computing/dos-and-donts-of-video-conferencing-etiquette/

Zoom Anxiety

https://www.psychologytoday.com/us/blog/lifetime-connections/202004/dealing-zoom-anxiety

6 best video conferencing apps

https://zapier.com/blog/best-video-conferencing-apps/

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RESOURCES

Myths about Zoom

https://blog.zoom.us/wordpress/2016/03/25/video-conferencing-myths/

Creating a Virtual Background

https://www.canva.com/learn/zoom-virtual-background/

Virtual Backgrounds

https://www.westelm.com/pages/features/zoom-virtual-backgrounds/

https://www.ryerson.ca/trsm-marketing-resources/downloads/

Conducting Virtual Meetings - Ryerson

https://www.ryerson.ca/covid-19/faculty-staff/conducting-virtual-meetings/

Q&A SESSION