



WEBCAST CHECKLIST AND BEST PRACTICES



COMPUTER UPDATES:

Be sure that your computer/device has been updated/restarted recently, especially if you leave it running nonstop. Updates will allow you to access new features and avoid spam, viruses and hacks.

CLOSE ALL SCREENS AND REVIEW BOOKMARKS

Slow or frozen video may be caused by connection overload. Multiple devices in use or multiple pages/windows open will drain speed and quality. Carefully review bookmarks and saved searches. Remove anything that would be embarrassing or inappropriate.

BACKGROUND CHECK

Before logging into a video meeting, look above, around and behind. Remember that camera angles widen during screen sharing. Remove mirrors, artwork, clippings, or anything that may be considered inappropriate or offensive. If there is a door behind you, tape a note to the door that says VIDEO IN PROGRESS.

MICROPHONE AND VIDEO CHECK

If you have family, pets or other possible interruptions, have an index card taped to the top of your screen. You can easily flip it over to hide the camera. If you think mute is on and you need to have a side conversation, double and triple check.

DRESS FOR SUCCESS

When working from home, it's tempting to be more relaxed, but remember, you are technically at work. Dress as if you were in the office. Fully dressed. This includes personal grooming. Show up as if you were being considered for a promotion.

ACT AS IF YOU WERE IN PERSON

Family calling? Personal situation arises? Need to get a drink, make a snack, use the restroom? Act as if you were in person. Quietly excuse yourself and leave the meeting. DO NOT TAKE YOUR CO-WORKERS TO THE KITCHEN OR BATHROOM WITH YOU.

DO NOT SHARE VIDEOS/PHOTOS WITHOUT PERMISSION

When something funny or embarrassing happens during a virtual meeting, resist the urge to share on social media. This could be emotionally damaging, harmful to a career, or considered bullying. It might be you next time, so show empathy and don't bring it up every time you meet or see that person.