IMPACT.
Business Results. Professional Success.

## *Best practices for*
Virtual Meetings & Webinars

Make sure your technology is reliable

Try not to use your smartphone on a mobile network for important calls. Find a reliable WiFi connection and use your laptop to avoid the distracting movements that will inevitably come from using a hand-held device. Upgrade your computer's microphone and camera if needed - the higher the quality, the more professionally you show up.

Ensure your background is neutral

If you are in a busy place with a lot of background noise and movement, you might distract people on the call and risk your message being lost. A quiet room with a neutral backdrop is your best bet - this will keep the focus on you and what you are trying to say. And remember - taking a call while driving isn't just distracting, it's dangerous.
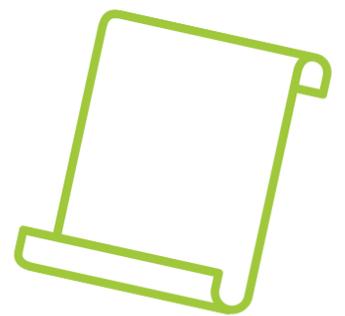
Test your technology before the call
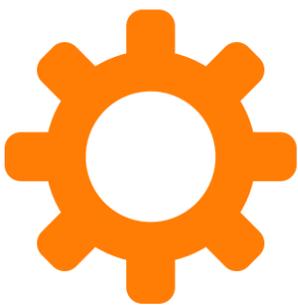
While technology can be unpredictable, you can mitigate any potential issues by testing your camera, microphone, and the dial-in information before the call begins. This ensures everything runs smoothly and that you don't lose valuable meeting time fiddling around. Make sure the room's lighting and your camera angle are appropriate beforehand, too.

Appearance matters

While it's easy to jump on calls in your pyjamas, it's important to resist the urge and dress as if you're in the office or at an important client meeting. It shows that you respect the interaction and take it seriously. You also may have to get up in the middle of the call, exposing your whole appearance.

Eliminate Distractions & Increase Focus

In addition to having a neutral background and a stable camera, resist checking your phone, browsing your e-mails or eating during the call. It can be very obvious when you're not paying attention. By silencing your phone and showing you're focused by looking into the camera, you can help reduce distractions for everyone.

Follow us for more practical advice on staying nimble in a virtual world.