**Zoom Etiquette – Lights, Camera, Action**

Leadership Greater Waterbury will present its first ever Virtual Program and we want you to be prepared and as comfortable as possible.

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**Use the video option.**

It lets people see you and create a connection with you.

**Look your best and dress for the role**

Please dress in business professional attire.

**Stage your video area.**

Keep in mind that people are not just seeing you, they’re also seeing whatever the camera is pointed at behind you.

**More light is better.**

Video quality is dramatically improved with more lighting. An extra nearby lamp is usually helpful. Just make sure the light is in front of you, not behind you - being backlit makes you harder to see.

**Try to look into the camera.**

If you are presenting or speaking to the group, looking into the camera will give the appearance of eye contact with whoever you’re talking to. A simple trick is to hole punch a piece of paper and put that hole over your camera.

**Practice Makes Perfect**

* **Do your own tech support before you start.** Make sure you do a test run and that you’re aware of your audio and video settings before you start.
* **Make sure you aware of the Zoom settings such as how to join a breakout session**
* **Check your headsets and speakers**
* **Make your computer screen matches up with your face** (add books to base if need to)

**Stay on mute if you are not talking.**

Background noise can be really distracting. If you are not sharing anything, please be sure to mute yourself.

**Best practice would be to avoid eating or chewing during class.**

**Do not do other private things while in class.**

Don’t become a viral you tube video. 😊

**Stay focused.**

Stay on task when in class!