Top 10 Checklist for Zoom Meetings

Tech

1. **Best tech.** Use the highest quality internet available (hardwire in if possible) and ensure your computer power lead is plugged in. Download any software updates.

2. **Lighting.** Position light so that it falls directly onto your face – don't sit in front of a window with light coming in behind you. Use ring lights for long meetings where the daylight may change.

3. **Sound.** Test your sound beforehand and consider a headset for noisy spaces or big echoey rooms.

Frame

4. **Camera height.** Raise your computer to eye level to frame like a television presenter, with eyes 1/3 down from the top of the frame.

5. **Eyelines.** For important conversations and messages keep eyeline with the camera. (A post-it smiley can help!)

Mindset

6. **Avoid unwanted interruptions.** Protect your meeting time. Put your phone on "do not disturb", turn computer notifications off and place a note on the door if necessary.

7. **Mental travel time.** Block time prior to the meeting to centre and focus.

8. **Key Messages.** Place your key messages and any important notes you need around your screen to help you focus.

9. **Energy.** Smile and bring your energy to the call. Your energy dictates others'. You can't make people feel enthusiastic about things that you don't show enthusiasm for.

Team Connection

10. **Back channel.** For teams using zoom independently, create a back channel (WhatsApp, Messenger, Chat) on a separate device so that you can connect with others, coordinate and support one another.

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