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**Zoom Meeting Best Practices**

Minnesota’s Lake Superior Coastal Program, Great Lakes Integrated Sciences + Assessments, and multiple partners look forward to welcoming you to the Western Lake Superior Regional Resilience Forum. This Forum will be hosted on the Zoom platform. Here are some resources to help you successfully connect to the Forum.

You can attend the Forum through your web browser or software on your computer (or other device). Visit the [Zoom Download Center](https://zoom.us/download) to find the correct software (for the device you will be using) to participate in the Forum. Additional Zoom resources:

1. Resources on [Joining a Zoom Meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-video-call) and [joining a test meeting](https://zoom.us/testhttps%3A/zoom.us/test)
2. Apply a virtual background on [Windows and Mac](https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image#collapseMacPC) or [Mobile Devices](https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image#collapseiOSAndroid)

## If you are a Presenter:

1. Using a headset makes it easier to hear and be heard. This can also filter out background noise.
2. When using a webcam
	1. Light source in front of you (No windows behind you).
	2. Choose an appropriate background or choose a virtual background.
	3. Wear clothing that is neutral in color (no plaids or stripes).
3. If possible, plug your computer directly into your modem using an ethernet cable. Ensure nothing is using Wi-Fi (streaming video, video games, other virtual meetings).
4. Close all unnecessary programs/applications.
5. Silence your cell phone/phone or set it to airport mode.
6. Save presentation files to your desktop. Submit your presentation ahead of time and plan for a backup presenter/moderator if your power or signal fails.
7. Test your presentation with others. Practice with the same technical set up (computer and internet connection) that you will use when you deliver the presentation.
8. Avoid tripping hazards. Keep cables away from traffic or seating areas.
9. Eliminate distractions (sounds, pets, kids, shut the door, all of life distractions from home).
10. Practice, practice and be flexible! Breath in and out and stay calm.

## If you are a Participant:

1. Using a headset makes it easier to hear and be heard. This can also filter out background noise.
2. When using a webcam.
	1. Light source in front of you (No windows behind you).
	2. Choose an appropriate background or choose a virtual background.
	3. Wear clothing that is neutral in color (no plaids or stripes).
3. If possible, plug your computer directly into your modem using an ethernet cable. Ensure nothing is using Wi-Fi (streaming video, video games, other virtual meetings).
4. Close all unnecessary programs/applications.
5. Silence your cell phone/phone on airport mode.
6. Eliminate distractions (sounds, pets, kids, shut the door, all of life distractions from home).