Some Do’s and Don’ts for a Successful E-learning Seminars/Meetings

Zoom meetings are like Hollywood Squares or Laugh In. This is the new norm; we must get used to online meetings. Online meetings are like the way we used to meet in person.

Before the meeting....

- If you are going to be late let the host know ahead of time.
- Be prepared. Practice Practice Practice!
- Be yourself. So, let your true self shine!
- Make sure you have a secure internet connection.
- Get familiar with the software, allow a 30 to 60 minute time frame.
- Sign in for the first time 15 minutes before to ensure your technology works correctly.
- It's just like attending a meeting, never be late!
- If you do not have a computer, you can still participate by calling in.
- If using a phone to connect, remember to press #. Remember to place the phone up right (this prevents you from being sideways)
- Do have the correct information to log into the site i.e. phone number, code, and correct time.
- Have a BIO break before session starts. Check your hair, dress appropriately, men do not forget to shave especially for business meetings.
- Have a comfortable chair. Sit in front of the computer.
- Do not lie down on your bed or on the floor. Always remember this is no different than the way we use to meet in person.
- Have a tissue available just encase of a runny nose or tears.
- Have a beverage, i.e. warm water with lemon. Stay away from sugary drinks.
- Warm up your vocal cords. In these days of isolation it's important to warm up our voice before the meeting.
- Do a sound check. Turn off cell phone, radio, tv et.
- Do not look at your watch. You would never do this in a meeting or an interview.
- Do a light check. Make sure everyone can see you and not just your shadow. Ensure you have proper lighting. Set up the lighting so it's from the side or above. If the lighting is coming from behind, it causes a shadow, and nobody will be able to see you.
- If you wear glasses position yourself to prevent the reflection of the computer screen in your glasses.
- Do a background check. Make sure the computer screen is not pointing at the ceiling or the top of your head.
- If you can not see yourself on the computer nobody else can.
- Do sign in with your legal name (what name you go by) in brackets.
At the Beginning During the Session/Meeting

- Encourage everyone to mute the screen while others are talking. This prevents sound distractions.
- Remember to unmute yourself when it's your turn to speak.
- Do acknowledge your presence through a simple hello and/or on the side bar chat box.
- Do click on the video icon for everyone to see you. Expand the screen to see everyone.
- If you must leave the meeting, click off the video. Do not just walk away from the screen. It's no different than walking away from a meeting in person.
- Sit in front of the computer so everyone can see your face.
- Maintain eye contact with the screen/camera.
- Keep body movements minimal.
- Avoid exaggerated hand gestures. It's distracting.

During the Session/Meeting

Be......
1. Respectful.
2. Engaged.
3. Patient.
4. Courteous to other participants.

Remember everyone is watching! It's not like sitting at a board table.

- Look at the camera when speaking and look the person when they are speaking.
- Do mute your microphone during the presentation, unmute to ask questions or send a message using the chat bar box.
- Remember the number one key to communication is listening. Our body language speaks volumes.
- Sit still and listen to the other presentations.
- Lean slightly forward towards the computer screen. Nod to show you agree. Limit your hand gestures to a min.
- Be careful with your facial expressions. Especially if you disagree.
Confidence is always key!

Dos.....

- Send out an agenda prior to the meeting. Include phone number and link.
- Include the date & time of the meeting in the subject line. Not everyone has outlook calendar.
- Check the sent file to make sure the email is sent and not sitting in your draft file.
- Plan who is going to be the moderator/host.
- Take a few minutes to connect with everyone at the beginning of the meeting.
- Be on time!
- Be prepared.
- Give everyone a chance to speak.
- Keep body movements minimal. Cover your mouth if you yawn, sneeze or cough.
- Do an audio check.
- When using a phone or when participating in a large session, introduce yourself. Keep it simple, Name and School, Club, Business, Department.
- Do acknowledge your presence through a simple hello and/or on the side chat box.
- Maintain your eye contact by looking into the camera. Do not stare, or glare at the screen.
- Wait your turn to speak.
- Raise your hand when you want to speak.
- Speak clearly, no shouting. Adjust the volume from your keyboard.
- Start with a salutation i.e. “Good Morning”
- Avoid word whiskers i.e. ya, you know, yup, you guys!
- Remember to unmute when it's your turn to speak.
- Mute your cell phone.
- Do acknowledge if you are leaving the meeting and returning. Best by using the side bar chat box.
- Do mute your microphone during the presentation. Unmute to ask questions or send a message using the chat bar box.
- Acknowledge you are leaving the group by a goodbye. Best through the side bar chat box.
- Have a secure internet connection.
- Be patient if the screen freezes.
- Dress for Success. Pick an outfit that makes you feel good about yourself.
- Dress appropriately. No PJ’s. Unless it's a PJ party or there is dress code.
- Do not worry what other people are thinking. We all get self-conscious about our appearance, but the people tuning in want to hear what you have to say. Focus on the message. Do not worry about the bags under your eyes or any puffiness. It is a very stressful full time for everyone.
- Encourage and support your fellow classmates/colleagues. Try to avoid distractions, ie cell phones, radio, pets, children.
- Most important is to listen to everyone.
- Always end on a positive note.
- Tune in and do not tune out.
Don’ts...
- Do not look at your cell phone.
- Do not chew gum.
- Do not eat.
- Do not stay on if the meeting has ended. No eavesdropping!
- Do not change the background settings during the session.
- Do not interrupt other speakers. Wait your turn to speak. Raise your hand when you want to say something.
- Do not carry on side conversations.
- Do not sit too close to the screen.

Ask for permission
- Photo Screen Shots
  - Before taking a photo ask everyone for permission. Also explain the purpose of the photo i.e. social media or website.
- Recording
  - Let everyone know the meeting will be recorded and the purpose of the recording.

Always remember……

YOU ARE BRAVER THAN YOU BELIEVE,
AND STRONGER THAN YOU SEEM,
AND SMATER THANK YOU THINK.