



## **Virtual Meeting Guidelines for Speakers:**

### **In advance**

- Check internet connection (hard-wired strongly recommended)
- Consider ambient lighting (adjust for lowlight in Zoom)
- Check microphone levels, use headset if available
- Use TMA's Zoom virtual background if possible
- Use Green screen if available
- Consider distance from camera to keep your head in the center of the screen
- Dress code: Business Casual (no T-shirts please; company logo shirt is okay)
- Provide cell phone for emergency communications through text during live session
- If presenting slides, use event template provided and provide to TMA team at least 1 day before the presentation for review. You will be able to advance them on your own so also come to the session with your slides open

### **For your live session**

- Silence phone or any other devices that generate audible alerts
- Arrive no later than 15 minutes in advance of session start; 25 minutes in advance if you plan to present slides
- Take a moment check your image in your view screen, make adjustments so that you are well lit and your head appears centered in the frame and is not cut off
- Look at the camera (face the camera) when session is live
- Mute yourself when not speaking
- You are being recorded at all times – limit your activities on screen (sipping water is fine)
- Enjoy yourself!