TIPS FOR A SUCCESSFUL CMT MEETING

1. **Requirements**:
   a) Webcam, microphone, speakers, microphone headset for chat capabilities, telephone, and or a smart phone.
   b) Most all laptops come with a webcam, mic, and speakers built in.
   c) Desktop computers may not come with these features, or some may have an internal speaker built in, and some monitors have speakers built in but not of great quality.
   d) For optimum results having a quality webcam, speakers, and microphone headset will provide overall better audio and video then some computers default setup.
   e) You can join by telephone for listening and speaking during the meeting if you choose or do not have a computer or video setup. You can also use a smartphone to join with audio and video capabilities.

2. **Control video and audio quality:**
   a) Set up in a quiet location to control background activity and ambient noise.
   b) Check your lighting, as sitting directly in front or beside a bright light can cause others to see your video with bright lights and a shadowy figure.
   c) Test beforehand by adjusting your camera/setup and lamps or lights around you until your face is clearly displayed on screen.

3. **Background for a Professional Appearance:**
   a) A neat and plain or neutral background is desirable.
   b) Do not multi-task, as others will see and hear which impacts the audio and visual for the meeting and will prolong the meeting. Be considerate of others time.
   c) When on your computer or a mobile phone, planning prior to your meeting is desirable.
   d) Dress in business attire.

4. **Speaking during the meeting:**
   a) Before and during your meeting practice speaking directly to your camera and or microphone and not directly at the screen.
   b) Microphones can pick up a lot more than we tend to think.
   c) You always want to look at the camera when speaking, so the audience or other participants feel like you are speaking directly to them.

5. **Sharing your desktop option**:
   a) You should not just share the desktop, as everyone can see what you are working on or who emailed you when the notification comes in.
   b) Best practice is to close everything on your computer and have the documents you want to share opened ahead of time and ready for when you need to share your desktop.
   c) Important reminder: Zoom can prioritize the bandwidth depending on what is being shared, for example when playing a video, only play what is needed as this can reduce the overall video quality.

6. **During the meeting**:
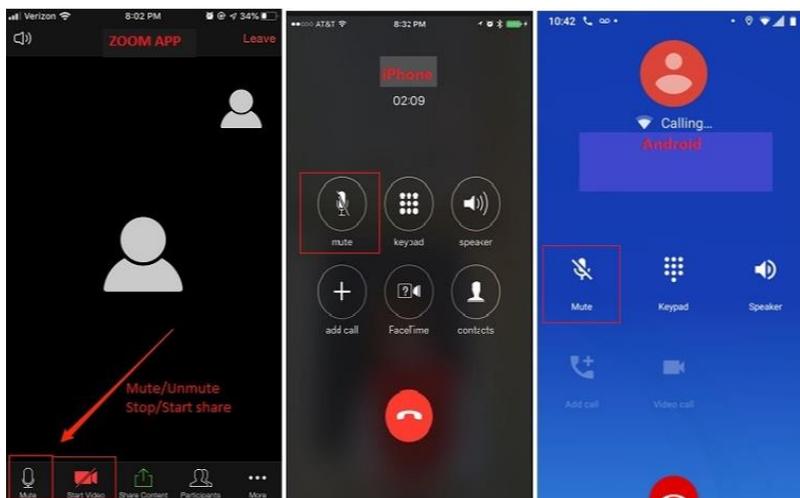   a) Keep your microphone on Mute until it is necessary to speak.

b) The (Mute Microphone) feature helps cut down ambient feedback for the audience. When there is a long discussion back and forth, turn mute off but turn mute on mute when listening to the presenter.
c) You can use the chat feature if chat is enabled during the meeting. There are also buttons to alert your presenter if they are "going to fast" or need to "slow down".
d) Remember that if sharing video, you are always on camera. That means that everyone can see you. They can see you yawn or stretch and leave the room.
e) Frequent movements on video can tend to be distracting to both the audience and presenter and cause unnecessary noise. Try to remain still and attentive.

Muting Examples:

Computer
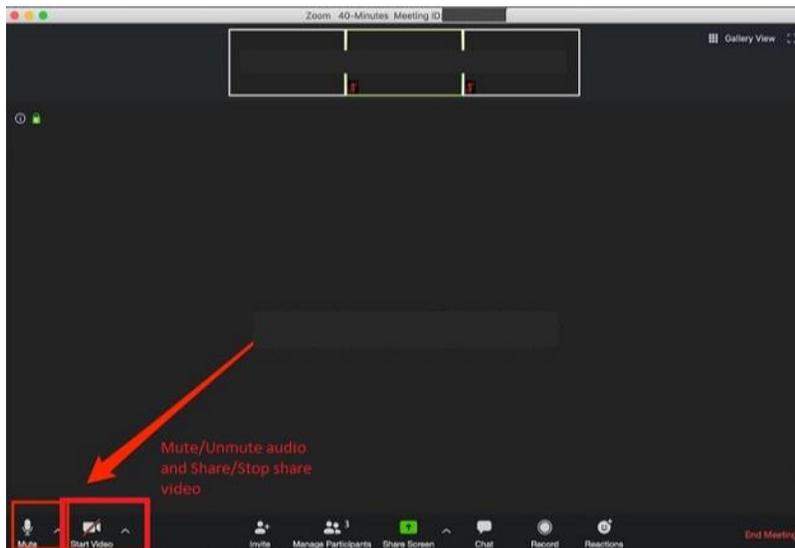
Smartphone: Zoom app, iPhone and Android mute options

iPad – Tablet mute option