



# ZOOM PREPARATION CHECKLIST

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## Preparing Virtual Environment

- Mute cell phones and other devices that are nearby (Organizers and Speakers - keep an eye on the GES WhatsApp group chat for time checks)
- Avoid having cell phone too close to computer or microphone to avoid interference
- Mute any notifications/sounds on your computer
- Close any programs that are not required during your presentation (i.e., email, etc.) to avoid internet bandwidth disruption
- If at home, request that any family members not stream or conduct internet heavy actions on the same internet connection you are using for your presentation, to protect your internet bandwidth
- Avoid having your back to a window, light should come from in front of you for best video quality
- Depending on the quality of your computer microphone, we recommend the use of a headset or high-quality ear buds that have a microphone
- Make sure to frame yourself on camera so that you are centred on screen (avoid having your camera pointing up or down, but rather straight on).

## When to Arrive on Zoom

- Please arrive on Zoom no later than 15 minutes prior to your presentation/facilitation time

## Presenting Slides

- If you will be sharing slides, please be sure to close any programs on your computer that you do not require.
- A reminder to ensure that you put your presentation into slideshow mode
- A copy of your slide deck should be sent to the organizers as a back up in the event that the sharing ability on Zoom becomes compromised in any way.

## Troubleshooting

- If your internet is showing as unstable on Zoom, remove any virtual backgrounds being used (it requires additional bandwidth to display backgrounds)
- If your video is unstable and other methods are not helping, turn off your camera and defer to an audio only presentation.