Best Practices for Successful Zoom Webinars and Remote Meetings: for Hosts, Presenters, Panelists

• Basic Housekeeping:
  o This will allow for ample time to cover procedural information, transitions, the run of show, and to test everyone’s connections and materials.
    ▪ For the rehearsal (prior to event day), it is best to use the same equipment and presentation materials that you will use on event day.
    ▪ It is also best to set up in the same environment that you will present from on event day.
  o Have all videos either properly embedded into the presentation or local on the device that is being used. No URL links for videos.
  o Laptop should connect to internet via Ethernet cable.
    ▪ If MIT affiliate, do not log into MIT VPN to access MIT internet. (MIT VPN is too slow.)
  o Turn off syncing for Dropbox & Crash Plan.
  o If MIT affiliate, sign into Zoom: mit.zoom.us
  o Have the latest version of Zoom installed.
  o Do not share the Zoom event link; it is unique to you and allows you privileges.
  o While you are being introduced, turn on your audio and video.

• Audio
  o Turn off any sound notifications on your computer, mobile phone, or any item in your area that may be disruptive.
  o Keep your microphone muted when not talking.
  o Having an external wired microphone will provide the best audio quality.
  o While using an external microphone, you must wear headphones to eliminate feedback from laptop speakers into the microphone.
  o If the presenter will be moving around, they will need a lavalier microphone.
  o If the presenter will be stationary, a wired lavalier or microphone with a boom arm would be best.
  o **MIT AV Renting Options:**
    ▪ Wireless USB Lavalier Microphone $80/day (Sennheiser XSW-D)
    ▪ Wireless USB Lavalier Microphone $45/day (Samson XPD2)
    ▪ Wired Lavalier or Hand Held Microphone with a USB Focusrite Scarlett 2i2 interface (Mic is $40/day plus $25/day for the interface)


- IOS Microphone w/lightning connection for iPhone or iPad $40/day (Shure MV88)...not recommended for use with laptops
  - **Purchasing Options:**
    - USB Wired Microphone with a Boom Arm
      - USB Wired Mic w/Boom Arm – Yeticaster by Blue
    - Wired Headphones with a built-in Microphone or Earbuds
      - Panasonic ErgoFit In-Ear Earbud Headphones with Microphone and 3.5mm TRRS connection
    - Wired Lavalier with 3.5mm TRS connection
      - Rode Lavalier Go
  - Make sure that the laptop or recording device has the proper inputs to be compatible with the microphone.

- **Video**
  - Stop your video when you do not want to be seen. *When in a panel, keep your video on.
  - Camera height should be at eye level.
  - Look at the camera when speaking.
  - Keep some distance between you and the laptop camera. A good distance is a forearm’s length.

- **Screen Sharing**
  - Check your slide settings to make sure they are properly formatted and slide show is ready to start prior to sharing your screen.
    - Tips for optimizing and screen sharing PowerPoint presentations
    - Tips for optimizing and screen sharing Keynote presentations
  - Click here for a short video on screen sharing
  - When you have finished your presentation, remember to stop screen sharing.

- **Lighting**
  - Set laptop screen to a warmer tone.
  - Do not sit with a bright light (window) behind you.
  - Block window light.
  - Set up ambient light from different directions (beside and in front of you).
  - Do not sit in any shadows.

- **Space**
  - A simple and clean environment is best.
  - Avoid a location with a lot of decorations or knick-knacks.
  - Avoid a high traffic location; you want minimal interruptions and distractions.

- **Attire (try to avoid the following):**
  - A white or black top, these are harder for the camera to adjust for exposure.
  - Stripes or checkered patterns.
  - Noisy or jangling jewelry.
  - If avoidable, do not wear glasses to avoid light reflection.
• **Links**
  o **Zoom**
    ▪ Sign-in page: [https://mit.zoom.us/](https://mit.zoom.us/)
    ▪ Meeting Type Comparison Chart: [https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison](https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison)
    ▪ Zoom Tutorials: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)
  o **If you need emergency Zoom support:**
    ▪ Contact IS&T:
      • [servicedesk@mit.edu](mailto:servicedesk@mit.edu)