

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

- **Basic Housekeeping:**
 - 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.
 - Have all videos either properly embedded into the presentation or local on the device that is being used. No URL links for videos.
 - 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.)
 - Turn off syncing for Dropbox & Crash Plan.
 - If MIT affiliate, sign into Zoom: mit.zoom.us
 - Have the latest version of Zoom installed.
 - Do not share the Zoom event link; it is unique to you and allows you privileges.
 - While you are being introduced, turn on your audio and video.
- **Audio**
 - Turn off any sound notifications on your computer, mobile phone, or any item in your area that may be disruptive.
 - Keep your microphone muted when not talking.
 - Having an **external wired microphone** will provide the best audio quality.
 - While using an external microphone, you **must** wear headphones to eliminate feedback from laptop speakers into the microphone.
 - If the presenter will be moving around, they will need a lavalier microphone.
 - If the presenter will be stationary, a wired lavalier or microphone with a boom arm would be best.
 - **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**

- **Zoom**

- IS&T Landing Page:

- <http://kb.mit.edu/confluence/display/istcontrib/Zoom+Landing+Page>

- Sign-in page: <https://mit.zoom.us/>

- Meeting Type Comparison Chart: <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>

- **If you need emergency Zoom support:**

- Contact IS&T:

- servicedesk@mit.edu