

# Hints and tips for successful virtual engagement



Security, Privacy, Identity, Trust,  
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# Tips for a successful meeting

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We're using [Zoom](#) to host this virtual meeting. We recommend you do the following for the best experience:



Download the [Zoom client](#) – this is essential to in order to enter the break out sessions.



Test your audio – Zoom will allow you to do this before the meeting starts.



Arrive early – give yourself a few minutes to test your connection and get set-up.



Use a headset – the sound quality tends to be much better and echoes are minimised.

# Tips for a successful meeting cont.

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Turn your camera on in break out sessions – this helps to fully engage in discussion.



Mute your microphone if you're not speaking – this is to minimise background noise.



Use the chat box to ask questions – this is important for large meetings.



Make use of two screens if you can – this way you can still see the video and participate in the interactive elements of the meeting.



State your name before speaking – remind everyone who you are.

# Tips for a successful meeting cont.

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Speak clearly – don't talk too fast, give the note takers chance to catch up!



Don't panic – if your internet connection drops, don't worry, reconnect when you can. Consider the audio only option if the problem persists.



Be somewhere quiet – easier said than done but helps to minimise distractions.



Treat it as if it were an in-person meeting – block out the time in your diary and be sure to take breaks.



Have fun – get involved and enjoy yourself!



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# Thank you!

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## We look forward to working with you soon!



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