

Proventa's

TOP TIPS *for*

Video Conferencing and Round Tables



GET SET UP JUST RIGHT

Here's a few simple tips to help you get the most out of your video conferencing set-up and avoid the classic pit-falls we've all fallen victim to:



1 TEST YOUR EQUIPMENT

Check your mic and camera before you start and avoid the inevitable "can you hear me?" (if using Zoom just visit zoom.us/test)



2 SHOW YOUR FACE

Being on camera is guaranteed to help you connect with others and boost engagement with the group



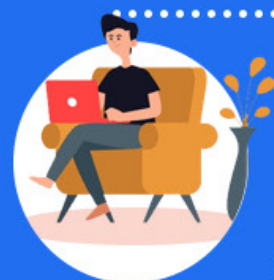
3 GALLERY VIEW

While you're at it, switch to gallery view to see everyone on the call, not just the person speaking



4 LOOK AT THE CAMERA

The best way to show eye contact is actually by looking into the camera, a little weird at first but you'll get used to it



5 CHECK YOUR SURROUNDINGS

No one wants to leave those dirty socks in view. Check what's behind you, often a blank wall is fine or even add a house plant for a little variety

Have you considered?

- ✓ **STANDING?** Great way to boost your own on-screen energy and stay focussed
- ✓ **HEADSETS?** A simple and cheap solution to improving audio quality
- ✓ **WIFI?** Sometimes a risky option - a wired internet connection is usually better
- ✓ **LIGHTING?** Face the window to avoid being drowned out in light

LEAD LIKE A PRO

Many of us have led roundtable discussions or meetings in person, but it can be a little different when online, here are some tips to help you feel like a natural:



1 KEEP THE ENERGY HIGH

Simple yet effective, your mood will be reflected by your audience, speak loudly and with enthusiasm, even a few extra smiles can help



2 PRETEND YOU'RE ON BROADWAY

Not everyone will have a great internet connection so speaking slowly, clearly and loudly is guaranteed to help



3 DON'T APOLOGISE

If anyone can't hear, just keep going. Apologising will kill the flow and a member of our team will be there to help with anyone with tech issues



4 KEEP THEM ON THEIR TOES

Some people don't like interrupting, so ask them. Use gallery view to see your audience and ask individuals for their thoughts, at any time



5 KICK-START THE CHAT

Why not drop questions in the chat feature to get everyone thinking or ask participants to add their thoughts and comments

Have you considered?

✓ IMAGERY?

Ditch the slides, but do show any graphics/images that could help

✓ INTROS?

Why not kick-off with some fun facts about yourself and ask others

✓ MUTING?

If you're not speaking for a while it can often be a good idea

✓ GESTURES?

When speaking we often use our hands, so do the same online

PROVENTA'S #1 TOP TIP

Have Fun!

This is an incredible opportunity to discuss fascinating topics with peers we normally would never get the chance to. Show your enthusiasm, crack a joke, ask questions, challenge each other. Stay motivated and the rest of your audience will do so as well, you're guaranteed to boost engagement and lead a conversation people will remember for years to come.



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