

EPIC VINEYARD ZOOM MEETING BEST PRACTICES



You will need:

A desktop or laptop computer for full functionality. Tablets and smartphones give basic access.
Your own free Zoom account. Copy & paste the following to sign up: <https://zoom.us/join>

Each meeting has its own meeting ID as well as a Password which will be sent to you by the meeting host. The meeting ID and password should be sent in separate emails.

Once signed in to Zoom you will need to wait until your host allows you access into the meeting.

Internet connection

Wherever possible, please plug your computer directly into your router.
This will give the best possible signal strength.

If using WiFi, please reduce the network use of other devices to a minimum for the duration of the meeting.

Lighting

Please face a window, or have a light source shining towards your face. This will help you to be seen. If you have a window directly behind, you may only be seen in silhouette (...likely only appropriate for being the mystery guest?!)

Environment

A quiet space is preferred. If you happen to have a professional vocal booth handy, you could use that. A close second would be your closet, as it creates a cossetted, muted environment, allowing your dulcet tones to be clearly heard. Failing that, simply removing singing dogs or noisy fish to an adjacent space will do the job nicely.

Camera Position

Try and have the camera higher than eye level (i.e., not on your lap!). Stack it up on some big books or whatever you have to hand, on a table. If you're looking up somewhat it will be the most flattering view (no one looking up your nose!) and easy for people to see you.

Muting

Once the meeting is underway, please mute both your audio and video. This enables whomever is speaking to be seen on the main screen.

When it comes to your turn, unmute your audio and video.

Once your part is complete please mute both your mic & video.

Remember to unmute your feeds when it is your turn!

If for any reason you are dropped from the call, please sign in again using the same meeting ID & Password.

See you online...ENJOY!