

VIRTUAL MEETING GUIDE

Your guide to Zoom, GoToMeetings, and other video conferencing programs.

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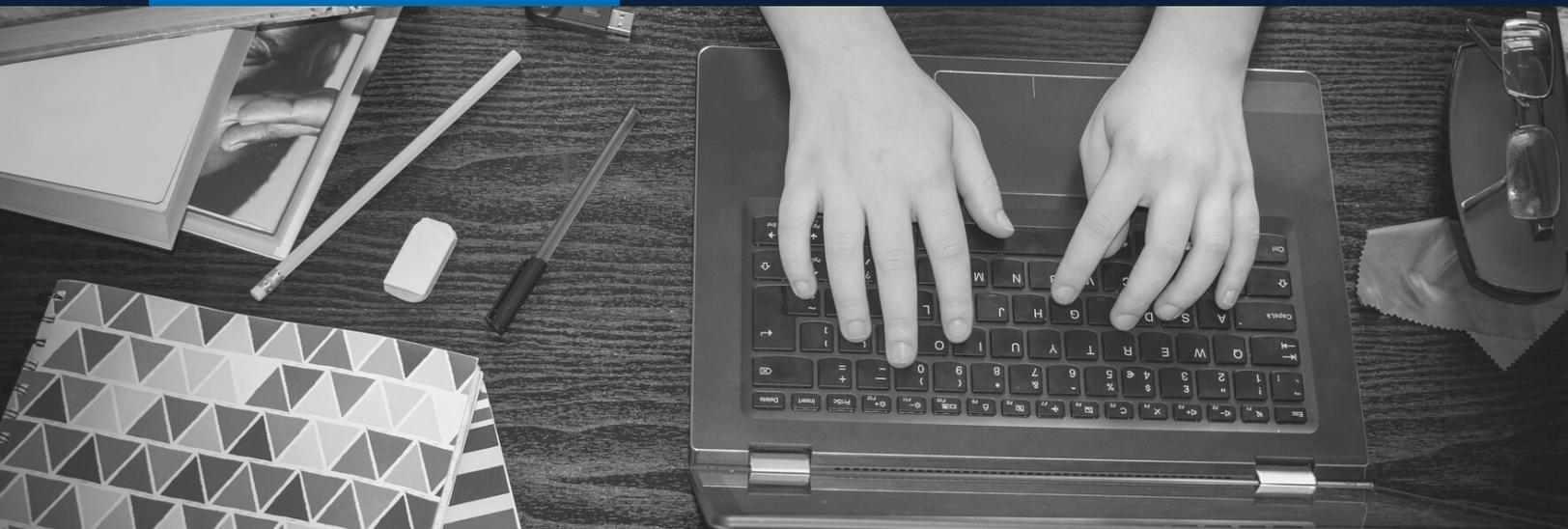
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Greater Denton/Wise County Association (GDWCAR) will be using video conferencing programs for both meetings and educational opportunities. The various video conferencing programs have seen a huge surge in popularity and usage recently as current events have pushed more people into remote work environments.

Whether you are sitting in on a class or committee meeting, there are a few things to consider to make the virtual meeting experience most beneficial to everyone. Think of these digital conferences as face-to-face meetings and conduct yourself as you would if you were all present in the same room.

GDWCAR would like to provide you with some remote meeting etiquette tips, device requirements, and other important information.





VIRTUAL MEETING ETIQUETTE

1. Mute your microphone when necessary

Mute yourself when you are not actively speaking. Side conversations, background noise, and meeting feedback are distracting and potentially embarrassing. Just remember to turn it back on before speaking!

2. Use the chat function

In order not to interrupt other speakers, utilize the chat function. Consider posing questions or comments in the instant messaging feature. You can post publicly or privately in most virtual meeting platforms.

3. Be courteous

Your focus should always be on the person or people at the other end of the video conference. Avoid typing on your phone or keyboard, turn off all sounds on your phone, consider saving your food/snack till after the meeting, and choose a room with no or minimal background noise.

4. Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, wander around the room, or potentially something more embarrassing. Stay attentive and mindful, and know that your actions will be seen by others.

5. Test your audio & visual

Check whether your microphone is at an adequate volume and that your camera is on to ensure that all attendees can hear you and see you when you speak. You can test your audio and visual settings before your meeting. (This is especially important for those attending classes. In order to receive CE, you must be visible on camera for the entirety of the lecture.)



TIPS & TRICKS

1. Be prepared

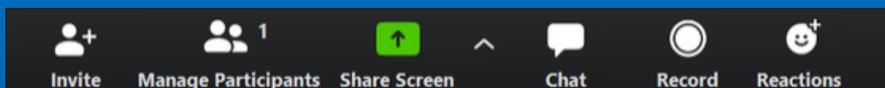
Make sure you have all the links and documents/agenda before the start of the meeting or class.

2. Eye contact

Look into the camera when talking instead of looking at the screen.

3. Familiarize yourself with the controls

In most classes, the lecturer will ask you to give a "Thumbs Up" or "Raise Your Hand." You do not physically have to do these, they are "Reactions" you can perform digitally within Zoom. (If you don't see the "Reactions" icon on your display, you may have an out-of-date version of the program.)



4. Be conscientious

These classes and meetings are intended only for members that have officially registered for the course or were invited to the meeting. You should receive the link to attend the meeting directly from GDWCAR. Please do not share any links or access codes for others to attend remotely.

RESOURCES

If you are experiencing problems with the program, contact technical support for that specific program.

If there are questions about the course, meeting, or conference, contact GDWCAR directly.

Zoom Help

- Technical Support: <https://zoom.us/contact>
- How Do I Join A Meeting on Zoom: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- Zoom's Help Center: <https://support.zoom.us/hc/en-us>

GoToMeetings Help

- Technical Support: Call +1(833) 851-8340
- How Do I Join A Meeting on GoToMeeting: <https://support.goto.com/meeting/help/how-to-join-a-meeting-g2m030001>
- GoToMeeting's Help Center: <https://support.goto.com/meeting>



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