

ZOOM INFO & BEST PRACTICES

BEST PRACTICES

Think of a Zoom Workshop as a face-to-face workshop and conduct yourself as you would if you were all present in the same room. Below are some useful guidelines to observe which will help the workshop go smoothly for all involved:

- Clean up your computer desktop. Clear all your internet tabs. Close out of your internet browser. All of these steps will help protect your own privacy when you share your screen in Zoom.
- Have good lighting on your face so you can be seen clearly, such as a lamp or a window. (Avoid backlight.)
- Adjust your camera to be around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera. (Putting your device on something a few inches higher works well.)
- If you have a headset or earbuds (with a mic), you may find they help you hide distracting (for the other participants) background noises.
- Clean the camera lens of your computer.
- Mute your microphone when not speaking.
- Be aware you are on camera and try to avoid moving around your space, doing other tasks, checking emails, looking at your phone, etc.
- Have you noticed most people look at themselves during Zoom meetings? Try practicing looking at the speaker or at the camera instead.
- Speak more slowly, and build pauses into your speech to avoid the awkward interruptions, and moments when several people are speaking at once.
- Consider having a virtual background if you aren't interested in others seeing your private space.
- For more information, you can visit Zoom or watch how-to videos on YouTube.

SKILLS WE WILL ALL NEED FOR THE WEEK

There are several skills we will all need for the week. Most of you have some experience with Zoom and Dropbox, but some do not. We will review all of this at the group registration session on Sunday, August 2, but if you don't know how to use Zoom, you might start to look into these skills. See below.

Links for workshops, Individual Conferences, Panel Discussions, etc., will be posted on our Headquarters Page: <https://communityofwriters.org/headquarters-page-2020-fiction-workshop-in-the-virtual-valley/>
You will want to bookmark that page and visit it daily. Be sure to refresh or reload the page each day.

ZOOM SKILLS:

- To join a workshop, check your workshop schedule, find your workshop on the Headquarters page, and follow the appropriate link. You will be sent to a waiting room, and will be admitted by the Elf who will be in charge of the technical aspect of the workshop.
- If you have technical problems you can text or message the Elf assigned to that workshop. (Each staff member will have an assigned Elf, TBD.)
- Learn how to Zoom chat here: <https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat>
- Learn how to share your screen here:
<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-IShare-My-Screen>
- Learn how to manage your video and sound:
<https://support.zoom.us/hc/en-us/articles/203024649-Video-Or-Microphone-Off-By-Attendee>