

TIPS & TRICKS FOR A SMOOTH VIRTUAL MEETING

What can you do to improve the quality of your presentation? These are tips that we recommend for a smooth virtual call.

But no worries you are not alone in this.

- For your video call, make sure you are in an **environment that is not distracting**. This way, you are the focus of your video call.
 - ✓ Eliminate anything that is distracting in the background.
- **Lighting is very important**. The most common and readily available is natural light. Make use of it. If you are in an enclosed space without windows for natural sunlight, use whatever light source you have, such as lamps or LED lights.
 - ✓ This means: **make sure you are well lit**.
 - ✓ Brighten up your space and avoid any harsh lighting that could potentially be a distraction.
 - ✓ Always position yourself so that the **natural light source is in front of you**. If possible, use the natural light coming through your window to illuminate your face.
- It is important to have a clear picture, but **your sound is just as important** – if

not even more important. Poor video quality is tolerable, but **poor sound is not a compromise you should be prepared to make**.

- ✓ Get yourself a pair of headphones. It will not only help you to cut out unwanted noise, but also to help you concentrate on the call you are on. Yes, the headphones on your mobile phone work fine. It doesn't have to be anything fancy.
 - ✓ Use a lavalier microphone if you have one. If you don't have one, you can get one for as little as €15. It will greatly improve the sound that reaches your audience. It will also reduce acoustic reflections in your room (reverberation) and background noise.
 - ✓ If you are in a relatively noisy environment, you can use Krisp (<https://www.linkedin.com/company/krisphq/>), an AI-powered tool that removes unwanted background noise. It is an amazing tool.
 - ✓ **Remember**: poor sound quality is one of the main reasons for Zoom fatigue. **So make your audio your priority**.
- Finally, we recommend using an **Ethernet cable connection** to your router instead of Wifi.
 - Another solution is to use multiple internet connections via a software like Speedify.