Are you ready for YOUR closeup?

“Zoombie to Virtuoso”

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Quiet on the Set!!

• Find the balance. If the background is too busy, it will be distracting for viewers
• Keep pets out of production room
• Ensure a stable internet connection – restart computer
  • [https://www.speedtest.net/](https://www.speedtest.net/)
• Mute your smartphone and unplug landline
• Avoid distractions!!!
Lights!

- Proper lighting is essential
  - Face lighting is more important than the background
  - Natural light might add ambience but remember to draw the blinds to avoid sharp lines, shadows and reflections!
  - Consider purchasing a ring light
Camera!!!

- Clothing
  - Avoid small patterns and green
- Camera Placement/Camera Framing
  - Eye level – look “at” camera to engage others, not up, down, sideways; be in the center of the shot
- Computer/Device Placement
- Custom Backgrounds/Virtual
• “Talk like Ted”
  • Speaker Etiquette
  • Count to 2
• Assume your microphone is on when you enter the meeting
• Focus on content, delivery and experience vs. full attention on the technology
• Coping with personal quirks
• Engagement options (Q&A, live chat)
Zoom video tutorials

Click the sections below to view video tutorials for Zoom. You can also register for upcoming live training or access recent recordings.

Zoom Meetings and Webinars

Join a Meeting

Learn More

Scheduling a Meeting with Zoom Website

Learn More
New updates for Windows

There are two download types:

**Manual:** Ad-hoc download with minor enhancements and/or minor bug fixes. Download from the [Download Center](https://zoom.us/support/download) or when instructed by our Support team.

**Prompted:** Important download with useful feature enhancements and/or critical bug fixes. It will download automatically or prompt the user to download when there is no meeting in-progress.

Other Platform Updates: Zoom Rooms, Mac, iOS, Android, Linux, and Web

**Upcoming Release**

Details about upcoming releases will be posted as they become available.

**March 1, 2021 version 5.5.4 (13142.0301)**
Settings

Camera:

- Facetime HD Camera

- 16:9 (Widescreen) ☑️ Original ratio

My Video:

- Enable HD
- Mirror my video
- Touch up my appearance [slider]
- Adjust for low light

- Always display participant name on their videos
Quick Zoom Hacks

• Space bar – mute/unmute
• Hide non-video participants: Settings/video/Meetings – hide non video participants
Connect and Engage

• The 15 Minute Rule: The human brain can maintain “attention” for 7 minutes…trying to mix things up after 15!
• Chat Box - your best friend! (If used wisely!)
• Create polls……seriously, do a poll!
• Introductions/Icebreaker (To do or not to do)
• Breakout Rooms – random or pre-assigned
Pre-Assigning Participants To Breakout Rooms Using The Web Portal

1. Sign in to the Zoom web portal.
2. Click Meetings and schedule a meeting.
3. In the Meeting Options section, select Breakout Room pre-assign and click Create Rooms.
4. Click the plus button beside Rooms to add breakout rooms.
5. Hover over the default breakout room name and click the pencil button to rename it.
6. In the Add participants text box, search for participants’ name or email address to add them to the breakout room. Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, import a CSV file.
7. (Optional) Use these options to edit your breakout rooms and participants:
   - Click and drag a participant’s email address to change the order.
   - Hover over a participant’s name to see options to move them to another room or remove them from the current room.

Note: You can add participants to one or more rooms using the drag-and-drop method. You can also use the CSV file method for importing participants.
Creative Engagement

- Cameo (Low budget – high impact)
- Waiting Room or Break Music
- Creative Coffee Break – ask participants what is their guilty pleasure on Zoom calls?
- High Octane Host – be excited/use names/blow up the chat room!
• Video on or off?
• Make a joke at the beginning – “would you do this if we were in person?”
• Heavy Talkers – how to use the chat box/raise your hand as a tool
• Practice, practice, practice
• Tech checks, backup plan
7 WAYS TO COMBAT ZOOM FATIGUE

1. Don't multitask during calls.
2. Use speaker view.
3. Turn your video off.
4. Try a conference call instead.
5. Take breaks.
6. Avoid scheduling back-to-back meetings.
7. Make sure your "work" space feels different than your "relaxing" space.
Questions and Chat!

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