Having an Effective Remote Meeting in Zoom: Suggestions for General Audience

Flexibility and understanding

We know that everyone is balancing a lot of things right now, and that meeting remotely introduces some positives for committee members (no time lost in travel) and some negatives (harder to be focused on the meeting than when we are in person, communication difficulties).

Key Preparation in Advance

- Use the chat box
  We recognize there may be some interesting discussion during this meeting. To maintain the flow and allow the committee to do its job, verbal questions will be limited to committee and participants. If you have an important question, please enter it into the Zoom chat box and our moderators will circle to you if there is time.

- Use a computer, if possible
  We recommend using a computer or tablet, and planning to connect via the zoom link to share screens and use audio. If that is not possible or is not working, the phone numbers work.

- Visit the Zoom test site
  This allows for sound and video checks, testing screen share, and otherwise familiarizing yourself with the platform. The test site is here: https://nasem.zoom.us/test

- Update your browser and/or Zoom app
  Make sure your technology is up to date.

- Use wired connection if you have it
  It is best to have a hard-wired connection rather than Wi-Fi if possible, to avoid lost connections or lagging, though most of us will be joining via Wi-Fi.

- Have a drink
  Bring a water, coffee or another drink to where you plan to have the call, and find a quiet place.

During the call

- Tech problems
    - Contact **Amisha Jinandra** for help during the meeting if you have trouble connecting, or any other tech issues (**ajinandra@nas.edu**).
    - We hope things will go smoothly, but if they do not and the meeting crashes, we will send an email to the whole committee with our plan going forward (aka rejoin without video, etc).