



Some tips and hints

in attending online meetings and/or webinars

You may be attending more meetings and/or seminars online these days due to the requirement of physical distancing imposed in the fight of COVID-19.

The following tips and hints in attending online events will offer you some ideas in making you more effective in joining those events.

GoToMeeting

GoToMeeting is the tool that A-16 use to host online meetings and webinars. Clubs in A-16 can book the use of GoToMeeting to hold various Club meetings.

The GoToMeeting program is similar to a physical meeting room. There can only be one meeting in the meeting room at a time. So you need to book it in advance so that you will not bump into another meeting scheduled for the same time.

Attending on-line meetings

When attending online meetings, please observe the followings:

1. Arrive about 10 minutes before the meeting starts.
2. Pre-test your audio and visual before you begin.
3. Don't take an important video call on your mobile device, especially if you are walking or driving.
4. Don't get distracted i.e.: TV should be off, Don't Doodle, Dogs Barking, Kids Screaming, Eating, etc.
5. Be sure to tell everyone in your household that you will be on a video, so no one walks behind you in a compromising way.
6. Don't sit in the dark. Be sure you have good lighting on and not too bright. Close shades behind you. Check to make sure your light is not shining towards your camera.

7. Don't place the camera too close or at an odd angle. Make sure we can see you. We recommend a simple background if possible.
8. Do not text or play on your phone (Unless you are using it for Video Chat purpose). Make sure your phone is on mute.
9. Turn video off and inform the meeting if you plan to step away.
10. Whatever you do....DO NOT take your conference call into the bathroom with you. 😊

During meetings

1. Please mute yourself when not speaking.
2. Speak when the current speaker is finished or comes to a pause.
3. Avoid two people speaking at the same time. The audio will be jammed and we will not hear any of you speaking.
4. You can "Raise Your Hand" physically for your turn on questions and/or comments.

Attending Webinars

1. When attending webinars, usually you will be muted by the organizer or moderator.
2. Use the "Raise Your Hand" icon to indicate to the moderator that you have a question or want to share a comment. The moderator will un-mute you and call your name. Make sure you un-mute your microphone on your computer before speaking.
3. You can ask questions by typing in the Question Box to the moderator.
4. You can use the Chat Box to exchange information with the moderator as well.

Enjoy your online experience!