Effective Virtual Meetings & Presentations

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Top 4 ways to make video calls better

- 1. Use wired headphones/earbuds for all calls
- 2. Turn on your video and ask others to do the same
- 3. Plug your computer into Ethernet for internet rather than using wifi
- 4. Mute yourself when you're not talking

Having good audio quality is:

- The most important concern for having good virtual meetings/ presentations.
- Relatively easy to fix.

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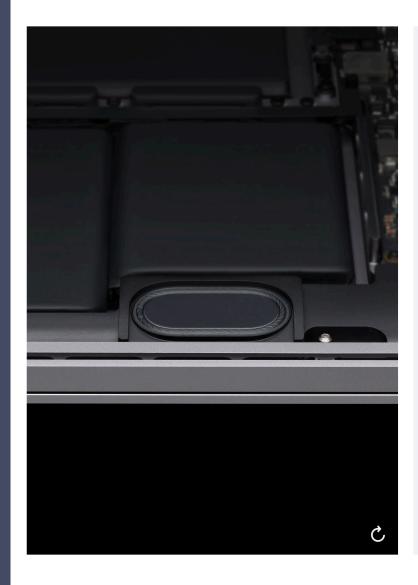


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- Simplest option: wired earbuds with inline mic.
- Also consider: "air traffic controller" headphones or an external mic
- Better than nothing: headphones + laptop microphone

MacBook Pro has a big voice. The six-speaker sound system produces room-filling wide stereo sound like you've never heard from a notebook before. Dual force-cancelling woofers dramatically reduce system vibration for a clearer, more natural sound and a half-octave lower range to the bass. And the studio-quality three-mic array rivals professional third-party microphones, for creating superclean podcasts or music recordings on the go.





Six-speaker sound system with dual force-cancelling woofers.

Studio-quality three-mic array with high signal-to-noise ratio.

• Be careful of wireless/Bluetooth headphones



• Only call in with a phone as a last resort



Final notes on earbuds with inline mics:

- Make sure the mic isn't hitting your shirt collar, etc.
- Use decent quality earbuds.
- Check the ports on your computer to ensure compatibility.
- Check your audio input source before every call.





Video chat etiquette reminder: not wearing headphones, while fine for you, is aurally inconsiderate to your conversational partner.

When you are sick, you wear a mask for other people. When on Zoom, you wear headphones for other people.

5:46 PM · May 16, 2020 · Twitter for iPad

Muting etiquette

- Mute yourself when you're not talking.
- Consider using Push to Talk on Zoom to make this easier (https://bit.ly/zoom-p2t).

Video quality

- Biggest concern is lighting: make sure your primary light source is in front of your face.
- Sit close so your face fills most of the frame.
- Make sure your background isn't distracting.
- Consider using a dedicated webcam.

Internet quality

- Plug in for internet!
- Disable bandwidth hogs.

Making the most of video calls

- Turn your own video on.
- Ask everyone to turn their video on.
- Use software that allows you to see participant video while you share your screen.
- If you're presenting, mute everyone who isn't actively talking.

Length

- Paying attention is harder on video calls vs. in person.
- Virtual presentations should therefore be shorter I recommend
 <30 minutes.
- Virtual meetings should generally be capped at 1 hour (or have a 5-10 minute break every hour).

Conference rooms and video calls

- If a video call is involved, have people join from their own offices rather than using a conference room.
- Individual webcams show faces much better than a single conference room camera.
- Conference room audio is almost always worse than the earbuds-with-inline-mic approach.