

Guidelines for Virtual Meetings & Interviews



1. Preparation

Practice your key messages.
Have some water at hand.
Sit in a quiet room,
close the door.
Phone on plane mode.



2. Checks

Gear check: internet,
sound, and camera.
Body check: teeth, makeup,
nails, no noisy jewellery.
Clothes check: no stripes,
wrinkles, or green colour.



3. Your Camera

Must be at eyeline height.
Prop up with books
if needed.
Make sure your *background*
is not visually distracting.



4. Sound

Use a *headset* with a
microphone, or sit close
to your computer.
Mute yourself
when not speaking!



5. Lighting

Put your computer
in front of a window,
so it lights you.
Or, sit in a well-lit room.



6. Body Language

Use *positive*
body language:
smile, nod, and
use hand gestures.
Breathe!



7. Eye Contact

Look at your
computer's *camera lens*
instead of your
screen or own video
when speaking.



8. Visual Aids

Have any relevant
material/visuals ready
to share - to help
illustrate your points.