



## Quick guide to “the Seven Sins on Zoom”

### 1. **Coming in late**

- Start Zoom 5 min. before you're scheduled to appear and take a few minutes to calm down

### 2. **Bad sound quality**

- Buy a headset and test the sound quality before the Zoom meeting

### 3. **Sitting in a strange place or light**

- Clean up the background and turn on the camera

### 4. **Dressing in a Marvel costume**

- Dress professionally

### 5. **Not knowing how to share screen PowerPoint**

- Test it out with a friend beforehand

### 6. **Not concentrated on the meeting**

- Stay focused on the meeting and show your fellow colleagues respect

### 7. **Talking on the phone while in a Zoom meeting**

- Don't be a .... !



# Slow guide to better Zoom meetings

You are going to a Zoom meeting, and just as you would when going to any other forms of meetings, you need to prepare for it. You cannot participate and contribute to a good Zoom session, if you are walking the dog, talking to your friend, or reading a paper at the same time. Thus, there are a few things that you need to keep in mind.

## Appearance

Start with the obvious. Comb your hair, brush your teeth, shave your face, apply your makeup, and think strategically about your clothing. If you put on a rainbow dress or an old death metal t-shirt, it will draw attention away from the research you're going to present. Be bright of mind, not in bright colors! However, if you dress in all black and sit in a dark room, your face might look like a blob.

## Lighting

You must place yourself in the best possible light. Having a steady lamp or a window in front of you is *priority numero uno*. Never have a window in the background during daytime, as the bright or shifting light will influence the camera.

## Background

You want the audience to listen to your brilliant presentation and not gossiping about games you play, any of your unfinished DIY projects, or the amount of garbage you seemingly store in your house. The best background is empty, plain and simple! Thus, this is a very easy one to remember – nothing in the background, plain and simple.

Some people activate 'northern light', 'sunny beach', or 'dark side of the moon' digital backgrounds. Don't do this, even if you think you have found the perfect cell biology wall paper. It's simply unprofessional, irritating for everyone else, and distracts from the topic being discussed.

## Perspective

The camera perspective should be set to have your full face, collar, and shoulders included. As with any other presentations, you may utilize a bit of body language with the eyes, hands, face and arms. To get the best straight angle, place the camera on a tripod or the laptop on a stack of books. You want eye to eye contact – not eye to nose or eye to forehead. Always turn the camera on, unless otherwise instructed during the meeting, and always turn the camera and microphone off during breaks,

so that no one in the meeting will suddenly see you eating a full meal or hearing you talk to your significant other about laundry or something worse in the background.

## **Sound**

Sound control or lack thereof can often interrupt a Zoom meeting. If you want the best and safest solution to any sound issues, use a wired headset with microphone. It may mess up your hair a bit and make you look a bit like an alien, but the sound is optimal, and you can concentrate on the meeting. A headset also sends a signal to your surroundings that you are busy with something important.

Some people just use the computer speaker and microphone. They are the one to blame for high noise resonance and dogs barking. Furthermore, let's say you are attending a meeting where confidential information and data are being shared or presented. If you only have computer audio available, that information is then essentially compromised by being shared out loud.

## **Visual noise**

As mentioned with appearance, background and talking on the phone when others are presenting are no-go's. You should be just as dedicated during a Zoom meeting as you would be in any other professional meetings. Support the meeting by not making a dominant scene or being ignorant to your influence on the meeting outcome. While you should mute the microphone when not talking, you should not mute your mind and attention. Keep your video turned on by letting other presenters know that you are there, but stay focused, attentive, and engaged.

## **Sharing your screen**

If you share your screen by choosing "Share screen" in Zoom, you share your desktop with all the settings, background, applications, etc. that you have on your computer. This is fine, as long as you know what might happen. For example, if you get an email, a notification from Facebook, Instagram, or Tinder while screen sharing, all participants will be able to see the notification. The safest thing to do is therefore to choose to share only a single application, such as PowerPoint or Acrobat, as only this application and no other files, applications, or notifications will then be visible to all.

When presenting something that includes sound, such as videos or music, you must remember to click on the "share computer sound" at the lower left corner of the window that appears when you click "Share screen". Otherwise, only the screen image, but not the sound is shared.

Zoom meeting gone wrong: [https://www.youtube.com/watch?v=67C\\_nV1w2FE](https://www.youtube.com/watch?v=67C_nV1w2FE)

***We wish you all a good and interesting PhD Day online!***