

## Connectivity Tips & Best Practices to Participate at a PSAC Virtual Meeting or Conference

The following are some best practices and tips to help you prepare for a virtual event.

### Connectivity Tips

1. To participate in a virtual event, a strong and reliable internet connection is required. The minimum speed requirement is 2.5mbps to 5 mpbs but 10 mpbs is ideal.

You can test your internet connection by running a speed test by following this link

<https://fast.com/>

2. Download the latest version of Zoom (<https://zoom.us/download>) then click on the link corresponding to your device. We also recommend using the Chrome browser ([https://www.google.com/intl/en\\_ca/chrome/](https://www.google.com/intl/en_ca/chrome/)). For Chrome download, the page will recognize the device being used.
3. A desktop or laptop is the best way to get the most out of the virtual event experience. However, should a tablet be used, the Zoom application must be installed as well. A modern phone will work but it is not an optimal solution. The size of the video will be small and the participation in the debate may be limited.
4. If you are sharing your internet connection, be sure others are not impacting your bandwidth. Other video calls, streams or gaming can severely impact your bandwidth.
5. If you are connected to a VPN, disconnect during the event. VPN services can cause connection issues and greatly increase the likelihood of problems accessing the virtual event.
6. We recommend if possible, shutting down any other applications that could fight for control of your webcam or microphone such as Teams, Skype, etc. Turn off any audible notifications on your computer.
7. For the best sound quality, we recommend using an external microphone and headphones when possible. Wired headsets are preferred but Bluetooth headsets can work as well, just make sure the battery is fully charged.
8. Test all technology (including camera/video, Wi-Fi, microphone, earbuds, etc.) **before** the virtual event.

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### Best practices & Virtual Event Etiquette

- Select a quiet space where possible, for your home/ office – free from distractions.
- Ask others in your home / office to refrain from streaming on the internet and that they and your pets be as quiet as possible. You want to avoid distractions and interruptions when you are participating in the virtual event.
- Take note of the background behind you, as it will appear onscreen to the other participants. PSAC Prairies has virtual backgrounds available for use. Reminder that your background must be respectful and not contain any offensive content.
- Set your camera to capture a head and shoulders image and center properly. Make sure you position your camera at the proper height. For example, you can use books to prop up your laptop if its built-in camera is not at the right angle (you don't want the participants looking up your nose when you are speaking).
- Do not move around the room when you are speaking as it is very distracting to those watching you.
- Room lighting is important. Make sure your light source is in front or above you and not behind as it may cause shadows (i.e.: don't have a window behind you because it will turn you into a dark silhouette). And make sure your room lighting is bright so that you can be seen easily.
- **Dress appropriately.** Remember that others will be watching you on their screens at home.
- **Speak Clearly** – Remember that microphones, speakers, and Wi-Fi issues can make it harder to hear people during virtual meetings, so don't be afraid to project your voice.
- While all participants will be muted by default, remember in this case to **UNMUTE** yourself when it is your turn to speak at the microphone.