



## **Strategic Leadership Consulting**

### **Video Conference process**

#### **General Preparation**

1. Dress for success: Check shirt and hair
2. Have a full glass of water next to the computer
3. Take off glasses
4. Check background
5. Eliminate distractions
  - a. Warn people in the house
  - b. Put sticky note on door
  - c. Close door
  - d. Turn off music and shut off speaker.
  - e. Put phone on do not disturb

#### **Computer Preparation**

6. Adjust desk to setting 1
7. Turn notifications off
8. Close out of other apps and windows
9. Have digital and physical resources ready
10. Lift camera lens
11. Open Zoom (or other)
12. Open Webcam settings panel in menu bar. Use appropriate profile.
- 13. Turn on microphone!**
14. Check sources:
  - a. Sound input = nano Yeti
  - b. Sound output = system
15. Align picture and materials
16. Run camera and sound check
17. Record if necessary
18. Take a breath

#### **Wrap-up**

1. End meeting:
2. Quit program
3. Close camera lid
4. Turn off mic
5. Turn on notifications on computer and phone
6. Alert the house
7. Remove sticky note from door