



FREE GUIDE

to

Look Your Best

in your next

VIRTUAL MEETING

*When hosting a virtual meeting,
you want it to be:*



Natural & Normal



Free of Distractions



Easy to Watch & Hear



EQUIPMENT

- If you're doing a simple face-to-face meeting, use your phone. (Generally, smartphone front-facing cameras are better than any webcam you can find.)
- If you need to share your screen or do a slideshow during your meeting, it is probably best to use your laptop or desktop computer.
 - Some suggested screen-sharing options are Zoom, FreeConferenceCall, or GoToMeeting.



FRAMING

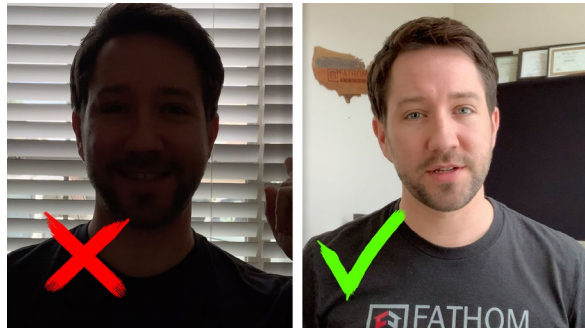
- 1 Sit at arm's-length away from your camera.
- 2 Raise the camera to eye-level.
- 3 Position your eyes in the upper-third division of your screen.





LIGHTING

- Use natural light if possible.
- Sit with the light in front of you, not behind you.
- Sit at a 45 degree angle to the light.
- You can include a desk/standing lamp to help fill the darker side of your face.
 - This also helps you stand out against the background.



SOUND

- Your laptop or phone microphone should work great for virtual meetings.
 - Sometimes it's practical to use headphones to help reduce echo and background noise.



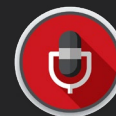
Take it to the next level!

If you want to improve the audio/video quality of your next virtual meeting even more, here are some suggested equipment upgrades you can purchase.



CAMERA

[Logitech C920s HD Pro Webcam](#)



SOUND

[Audio-Technica Microphone](#)
[Samson Q2U Microphone](#)
[Blue Yeti Microphone](#)