

The following suggested tips will help school psychologists participate successfully in virtual meetings.

1. Equipment and Internet

- Test your internet speed. Video conferencing quality is highly dependent on your internet speed. If you can easily stream a video, you likely have sufficient internet speed for video conferencing. (If you are unsure, test your internet speed online. Minimum internet speed for conferencing should be between 5–10 MB/second.)
- Only use your camera if your internet speed supports it. If you experience difficulty with a camera, ask for and utilize a call-in option.
- In larger meetings, muting or turning off webcams will use less internet bandwidth.
- Close background applications such as your email or instant messaging.
- Expect (and plan for) technical difficulties by identifying alternative methods, such as dialing in, for participating in the meeting.

2. Technology

- Some platforms require you to accept or download the application. Be sure to allow additional time in advance of the meeting start time to download and open the application.
- Familiarize yourself with the platform and speakers you will be using. Platforms vary, but most will have options that allow for use of cameras, microphone, screen sharing, and chat features. Whether you're facilitating, leading a meeting, or joining as a participant, ensure that you have time to familiarize yourself with the features available in the system, including any that you might be expected to use.
- Identify how to mute and unmute your microphone and camera.
- Locate the chat box within the platform as this can be a helpful, and sometimes a required, way to participate or ask questions. Take note of whether chat messages are sent to the whole group, the meeting facilitator, or to individual members.

3. Audio/Visual Tools

- If using a webcam, ensure that the lighting is adequate. For example, the glare from a window and certain kinds of background light could make it difficult for others to see you. Test the lighting with your webcam on to ensure that meeting participants can see you.
- If possible, avoid sitting directly under a lighting source or in front of a window, which can contribute to shadows and glare. Experts recommend positioning yourself near a circular lighting source, placed approximately two feet directly across from you.
- Whenever possible, utilize a headset with a microphone and test your system to ensure that you can hear others and that they will be able to hear you.
- To the greatest extent possible, try to minimize background noise during your meeting. Consider muting the microphone when you are not presenting or speaking to reduce background noise and feedback.

4. Appearance

- Ensure that your dress is appropriate for the meeting type you are having. Professional dress is always recommended when interacting with external stakeholders.
- Do not eat or drink on camera.
- Remain in the same place when using your camera to minimize motion and distractions during the meeting.

5. Setting Up Your Space

- If possible designate a consistent, comfortable, private space for meetings. Identifying a separate room and closing the door helps ensure confidentiality, privacy, and minimal distractions during meetings.
- If possible, remove personal items and other sources of distraction from the field of view.
- Ensure that materials that might identify personal information or where you live are at a minimum.
- Rooms with carpet and window treatments will minimize echoes when you are speaking.