

Zoom Best Practices

For an optimal learning experience, please follow these best practices during the event:

1. When possible, log into the meeting using the Zoom app on your computer by using the login credentials provided in the Outlook meeting invitations. (The Zoom login credentials will appear in the body of the calendar invites 48 hours prior to the event.)
 - a. Prior to the event, make sure your microphone and camera are working. If possible, please use a headset, instead of your computer's microphone, to reduce feedback.
2. Be sure to keep your microphone muted when not speaking. This helps reduce background noise and ensures a better listening experience for everyone.
3. Keep your camera ON even if you are not speaking. Seeing each other helps foster the collaboration and connection that AFIT events are known for.
4. If you need to step away from the meeting, please make sure to mute your microphone and turn off your camera.
5. **If you must connect to the meeting audio by phone, be sure to enter your participant ID** when logging in. This step will ensure your name displays on screen so other attendees know you're there. It will also ensure that your audio and video feeds are connected (if applicable) so both will travel with you into breakout rooms.
6. Once you have joined the meeting, please update your display name to show your full name *and* your organization's name (e.g., "Jane Smith – ABC Community College").
 - a. To update your display name once in the meeting, click on "Participants", find yourself in the participants list, hover over your name, click "More," then click "Rename."
 - b. If you need to leave the meeting for an extended period, please make sure that your display name is updated, following the steps above, when you rejoin.
7. The CEO Forum & Reps Meeting will utilize breakout sessions for CEOs to meet privately. Zoom will automatically move CEOs and the requisite learning partners into the breakout sessions when they begin and will automatically return them to the General Session once the breakout session concludes. These transitions will happen automatically; **CEOs do not need to take any action to attend the CEO breakout sessions.**

Need help?

In-meeting support: If you experience technical difficulties during the event, please use the **Chat panel** to send a private message to **Paul Klute**, **Liz Wallace**, or any other member of the AFIT Staff (you'll know who they are because their display names will say "AFIT Staff").

Email support: If you are unable to log into the meeting or need help outside of event hours, please contact Paul Klute (pjklute@gmail.com | 785-691-6995) or Liz Wallace (wallacee@westernnc.edu | 608-780-7337) for assistance.