Thoughts for Videoconferencing Image Discussions

Before having video conferenced image discussions, here are a few ideas to consider (Zoom conferencing elements referenced below).

Home setup	Home technology	Preparing for the scheduled conference

•Do you have a workstation free from distractions, as much as possible?
 	
•Is the light at your workstation in front of you or all around you, so that participants can see you well?
	•Have you chosen your image? Do you know where this image is on your computer, so you can get to it easily? Is it ready to expand full screen on your computer?
	
	•Check your router and internet connection. Is your computer situated near it? Where possible, turn off any other devices sharing your network.
	
	•Which "pointing" device works best for you: A trackpad? A mouse? Is the tracking speed of the mouse or trackpad set comfortably for circling the entire image? For circling parts of it?
	
	•Do you know where the camera is on your computer and are you looking at the camera during the course of the conversation? This practice helps participants feel you are engaging with them personally.
	
	•When scheduling the image discussion meeting through your conferencing platform, double and triple-check the date, time, link, and password for it, especially if you are scheduling several meetings. Make sure the participants have all they need to gain access to the meeting. Where possible, test the link.
		•Which conferencing tools will help you during the meeting: Chat box? Breakout rooms? Mute/ unmute? When will such tools be used during the course of the discussion?
		
		•Do a dry run: practice your image discussion plan, with special care over the parts that seem potentially problematic. For example, is it the move from welcoming participants to sharing your screen of the image? Is it about how to word the norms? What if it is hard to hear a participant? How do you plan to still assure/engage that participant and others in attendance?
		
		•Depending on the conferencing platform, what settings or set up will help your process?
		
		    oA waiting room for participants to be admitted individually?
		
		    oAbility for participants to chat with the host or everyone publicly and/or privately?
		
		    oAbility for participants to unmute themselves?

~ X.Walker