

What to prepare for attending online meeting or training

Here are some tips on what you can do to prepare yourselves as a participant (not as a host) of an online meeting or online training:

1. Stay in a room that does not produce echo when you speak.
2. Make sure the room has no background noises like music, TV or people talking as this will disturb the focus of the meeting.
3. If you are planning to use mobile smart phones for participating in the online meeting, please minimise movements. Otherwise the changes in the background can be a distraction to other participants. However, it is preferred that you use a laptop or desktop (especially so if you are attending online meeting) so that everyone has the same user interface which will make it convenient for the host to help in case there are any technical issues that may arise. Using laptop or desktop will also enable you to have more features which are not available when using mobile smart phones.
4. Choose a room that has adequate lighting so that everyone can see you clearly. Do not sit with light facing the computer screen because if you do that your face will look very dark.
5. Please mute your microphone and only turn on when you are called to speak up.
6. When you have question, please raise your hand or send a message to the host. Only speak when you are invited to do so by host. This is to avoid many people speaking at the same time. Online meeting software has 'raise hand' feature which can be activated by clicking the button.
7. Make sure that you laptop or mobile devices that is being used for the online meeting is fully charged if it is not connected to a power source.

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8. Do familiarise yourselves with some key features of the online meeting software prior to joining the online meeting. For example, be sure you know how to mute and unmute your microphone.
9. Please check & test your camera and microphone before joining the online meeting/training to make sure that they can operate. Usually the online meeting/training software has a feature to allow you to do testing prior to joining.
10. If you have been invited to attend online learning by the District 3310 Learning & Development committee, most likely ZOOM will be used.
11. If you have been invited to attend ONLINE PETS, please make sure that you register for a free account with ZOOM using your actual name that you have registered in MY ROTARY (<https://www.zoom.us/signup>) so that the host can identify you with your actual name and cross referenced with your club name.
12. For those being invited to attend ONLINE PETS, please make sure that you already have a MY ROTARY account.
13. You may wear business attire for the ONLINE PETS.
14. Please be punctual when attending ONLINE PETS because we will proceed with the session on time.
15. If you are connected to internet using wifi, please make sure that you are located in a place where the wifi signal is very strong with at least 3 bars.

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