VOCAL IMPACT
PRODUCTIONS

Confidence and Competence
on Video Conferences
FAQs

This list is a compilation of questions asked by attendees who have attended **"Running a Video Conference with Confidence"** – an interactive webinar where I share 5 key strategies to confidently run an effective video conference, webinar, or other video-based event. (Bonus: You can **download the summary sheet** with all the tips from this webinar HERE!)

Please note: I run this program via Zoom, but most topics still apply to almost any video platform/application. If you are using another platform such as Teams, WebEx, GoToMeeting, BlueJeans, Google Meet, or others, please investigate if similar options are available to you, how they are labeled, where the functions are found, etc.

TOPIC	QUESTION
Resources	
Can we get a copy of your slides?	Better yet: you can **download the summary sheet** with all the key points HERE.
Is this being recorded?	You will always know if a session is being recorded because you will see the red "RECORDING" light in the corner; this is probably standard practice for most platforms.
What is your resource for photos/images?	I use Google Images for when I'm not selling the actual curriculum/deck to someone. If I need copyright there are many services available from Getty Images to Shutterstock and more.
Is there a source that does a side by side comparison of the most popular platforms	Check Google
Is there a list of good "etiquette" that I could share with my team?	I'm sure there are lots of articles and checklists freely available.

Topic: Tools & Equipment	
Does it cost extra to be hard wired?	No. It's just an ethernet cable, like everyone used BEFORE WIFI was popular. Sometimes "old school" is best!
How can you use a monitor if the camera is on the laptop?	Camera is usually embedded in the monitor. If it's a peripheral camera (e.g. USB connected) it will just sit on top of your monitor.

How do you manage your presentation if your laptop is raised to have a better angle of your face? Do you use a wireless keyboard and a wireless mouse? And how to you feel about using two monitors while presenting and using headphones? Not everyone has a quiet space with no disruptions. :)	Headphones (ideally with microphone arm) are great! A peripheral mouse and keyboard are also best in your scenario, whether wireless or USB connected. Two monitors is probably not ideal since the goal is to keep whatever you look at near the camera lens; if it's off on another screen, it will seem like you're distracted and disconnected. If you have two monitors, maybe keep your MAIN one (with camera) for your slides and/or viewing people, and keep extra items 'on hold' on the other screen like your chat box, participant window or polls, which you'll only look for at certain times.
Do you have a favorite Bluetooth microphone? So you can move around?	For presenting in video conferencing and webinars, etc., I'm not sure why you'd need to move around. I like my USB-connected AudioTechnica AT2020 microphone on a stand. But if you're just participating in something I suppose you could use AirPods or equivalent if you needed to move around for some reason. Test the sound quality first.
What is the best light? Soft white, yellow light?	It really depends on your room, your camera settings, etc. See what the default settings look like, and how you need to compensate. Then make changes accordingly. There is no universal best.
Do you have a ring light behind your computer, Laura?	Yes
how about headsets... recommendation? private in an open setting	It doesn't need to be super fancy/expensive etc. As mentioned above, a headset with the mic on the "boom" (arm) is optimal for ease of use and good sound. Plantronics is a good brand but there are others. It also doesn't have to be a huge headset like the kids wear. Simple is fine; just make sure the mic is a good quality.

Topic: People	
Is there a way to get a participants' report (for attendance purposes)?	This varies greatly from platform to platform. Check the platform's website and/or Google or equivalent search engine.
What was the product name that you just mentioned to put on your face?	I don't wear foundation/pressed powder, etc., but I love Smashbox's "Mattify" stick. It just glides on and makes any shine disappear. Totally invisible and you can't tell you're wearing anything. (Extra safe for guys who feel funny buying or using "makeup"!)
Sometimes people talk over each other in virtual meetings (without video). How do you know when to speak and if you are the host, how to help people take turn?	It depends a lot on how many people are on the call, group dynamic, politics, etc. But the host definitely needs to address these issues up front and proactively jump in to address interruptors, keep track of who should talk in what order when multiple people are trying to talk at once, etc.
Patterns or solids, which is best (for clothing)?	Solids (colors) are safest, but bold prints are good too. Avoid very small patterns like small polka-dots, pin stripes or small plaid/checked shirts. Also avoid all-black or all-white.

With co-facilitation do you suggest one screen or two people in the same screen?	It depends on the role of the co-presenter, assuming they are in the same room and have the option of sitting next to each other using the same camera. But if the people are going to be playing off each other and conversing, it could be good to have them on the same camera on screen. If they are going to take turns, e.g. Person A talks about the first few slides and Person B talks about the next set, they don't necessarily need to be on at the same time, especially if there is little to no interaction between them at that time. If the main host is the primary presenter and the cohost is merely managing the other functions behind the scenes such as polling, breakouts, monitoring chat threads and the like, then there's no need for them both to be on screen together.

Topic: Breakout Sessions	
Are breakout room sessions recorded?	No, not on the general recording, if the host is recording the main meeting. Although if the host has given participants recording privileges, it may be possible that someone else could turn on the recording function while in the breakout session and save the video to their computer. I haven't tried it so can't be sure. If you try it, please let me know what you discover!
Is the breakout room available for all zoom plans or only an upgraded plan?	I believe it is for all plans but please check as Zoom and other platforms are frequently changing their technology and packages.
The host can visit the breakout rooms to eavesdrop or participate, yes?	Yes! But people will know you are there, FYI!
Can you save the breakout room discussions?	See above question re: recording breakout room sessions.
Can you unmute the group when you send to breakouts	The host can mute or unmute the whole group or individuals when in the main meeting, and should unmute the whole group before sending them to breakout rooms especially if you have NOT previously turned on the setting to allow participants to UNmute themselves at any time.

App Questions	
Are you using the paid/enterprise version? or the free one?	I use the "pro" plan.
I notice that when accessing Zoom through a web browser, I do not have the same options as with the app. Has anyone else experienced the same?	This is not uncommon. Similarly, if accessing through different devices (e.g. laptop, tablet, smart phone) you will find different functions are limited. I was recently on a Zoom call with a client group - using THEIR Zoom link - and while I had the "reactions" tab which allowed me to give the cartoon thumbs-up and applause emojis, they did not have that icon on theirs! No idea why...

Do any issues occur if too many people are videoing the program or can people video that is not host?	The host can turn on the setting before the webinar starts to allow participants to record the meeting, and the host can also decide in the middle of the meeting to give a specific participant recording privileges.
How do you share your photos or slides easily without seeing your desktop home screen?	When you click "Share screen," you'll see all the different open files and windows on your computer and it will ask you which one to share.
When should the presenter be on screen vs slides?	When possible, if you're going to share slides, also have the presenter visible. Side-by-side mode is great; otherwise regular sharing where the slides/shared desktop is the main image and the presenter's face is simply in the corner. But remember: no presenter face means no personal connection with the audience. You can also toggle back and forth between sharing your screen at some points and pausing the share so they focus on YOU at other times. Variety of visuals helps maintain people's attention.
When I use virtual backgrounds, part of my face and the whites of my eyes become the background too. How can I fix this?	I don't like virtual backgrounds for this reason. The quality of the virtual background image, camera, and platform technology all influence it. But they almost never look natural, and when you move, there's a good chance part of your body will get "lost" until you top moving.
Same question for polls, how do you make them?	See the tutorial (or YouTube videos) available for this for each respective platform. It's easy! (There's a button that says "POLLS"!)

Other Questions	
Have you worked with any courts and sharing exhibits via video?	Not with courts themselves yet -- but I look forward to it!
How do you determine the length of a webinar?	Rule of thumb: as SHORT as possible while still getting across critical material. When possible, try to make it as engaging and interactive as possible.
What other type of presentations do you do?	I do training and coaching surrounding leadership communication, executive presence and INFLUENCE. This includes succession planning, establishing your brand on video, conflict management and diplomacy, to investor pitching, giving a TED talk, presentation skills and more.