

## Tips for working in virtual groups using Zoom

Dear Zoommates,  
Dear Participants,

We are pleased to provide you with exciting further training opportunities even in times of distance rules and corona regulations. Since digital group work is different from face-to-face interaction, we have written down some helpful tips for zooming based on our previous experience.

**Tip #1:** Make sure that there is no light source directly behind you or next to the camera. If there is too much direct light around you, you will be hard to recognise and other participants may even be blinded when looking at your screen!

**Tip #2:** Concentrating on a screen and microphone noises all the time can be quite tiring. Therefore, everyone should make sure to take enough breaks – be it to grab a coffee or do other important stuff. It is essential to move about the room and switch off for a short moment :).

**Tip #3:** Imagine you are holding a presentation in front of the audience in a room with lights out. That's how it feels to speak in front of participants who have turned off their cameras. If everyone leaves their cameras on, those running the event can see your feedback and do not interact with a black screen. Therefore: Please, please keep your camera on!

**Tip #4:** It surely gets boring sitting in front of a white woodchip wallpaper! However, there should not be too many distracting items and colours around you.

**Tip #5:** Unfortunately, we tend to remain motionless in front of the camera. If you talk or present for an extended period of time in Zoom meetings, it is helpful to move a bit and convey content through gestures and facial expressions just like in other presentations. This makes it more pleasant for your audience to listen to you and to follow your speech.

**Tip #6:** You do not have to leave the meeting if other people appear in your background or if you answer a question in person. We particularly understand participants with children if they have to look after their loved ones during a meeting. It is perfectly okay if you mute your microphone or turn off the camera for a moment.

Enjoy our virtual events!