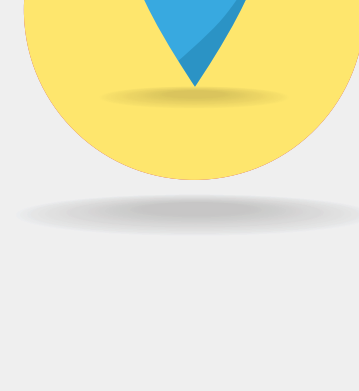


BEST PRACTICES FOR VIDEOCONFERENCING

Thank you for agreeing to appear before a Senate committee! To make the most of your contribution as a witness, please keep in mind the following best practices for Zoom videoconference meetings.

USING A DESKTOP COMPUTER OR LAPTOP AND A WIRED HEADSET WITH AN INTEGRATED BOOM MICROPHONE WILL ENSURE YOU CAN BE HEARD AND INTERPRETED IN BOTH OFFICIAL LANGUAGES.

If you encounter technical difficulties, please contact the clerk of the committee.



LOCATION

It's a good idea to **set up your computer in a quiet room with a closed door**. To ensure a reliable connection, you may wish to ask anyone using your internet to refrain from streaming video or performing other bandwidth-intensive tasks.



THE MUTE BUTTON

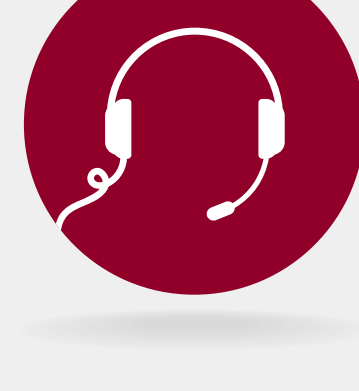
Please **mute your microphone at all times that you are not speaking**. The Zoom videoconferencing program automatically broadcasts a full-screen image of the person who is speaking. **Ambient noise from an unmuted microphone can cause the program to start broadcasting that person's screen.**



Additional considerations:

- Too many open microphones can create harsh audio feedback for all meeting participants
- An open microphone may broadcast any side conversations or background noise

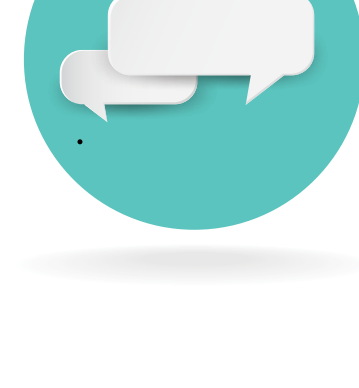
Please wait to be recognized by the chair before unmuting your microphone and speaking.



MAKE YOUR VOICE HEARD

Please **ensure that you use a good quality, wired headset with an integrated boom microphone**. A list of recommended headsets is available in the "Committees" section of the [Senate's website](#), under the "For Witnesses" tab. Should you need to acquire a headset in preparation for your appearance, please consult the clerk of the committee.

Please keep electronic devices on silent mode and avoid shuffling papers or any activity that might generate unwanted ambient noise.

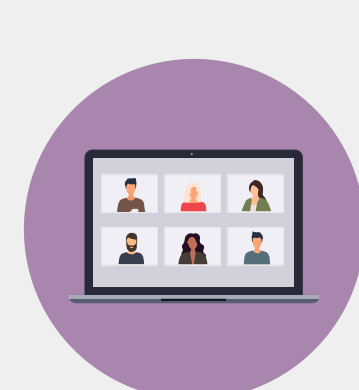


INTERPRETATION

If you are using the interpretation channels (available in French and English), Zoom automatically reduces the volume of the person speaking so the interpreters can be heard clearly. When the interpreter has finished speaking, it will take a few seconds for other microphones to be restored to full volume.

To ensure senators hear your every word, consider:

- **Using one language only**, as switching back and forth can cause words to be missed
 - If you do switch languages, pause for a few seconds before continuing
- **Waiting for a few seconds before you start speaking** to ensure you are being broadcast at full volume



LOOKING YOUR BEST

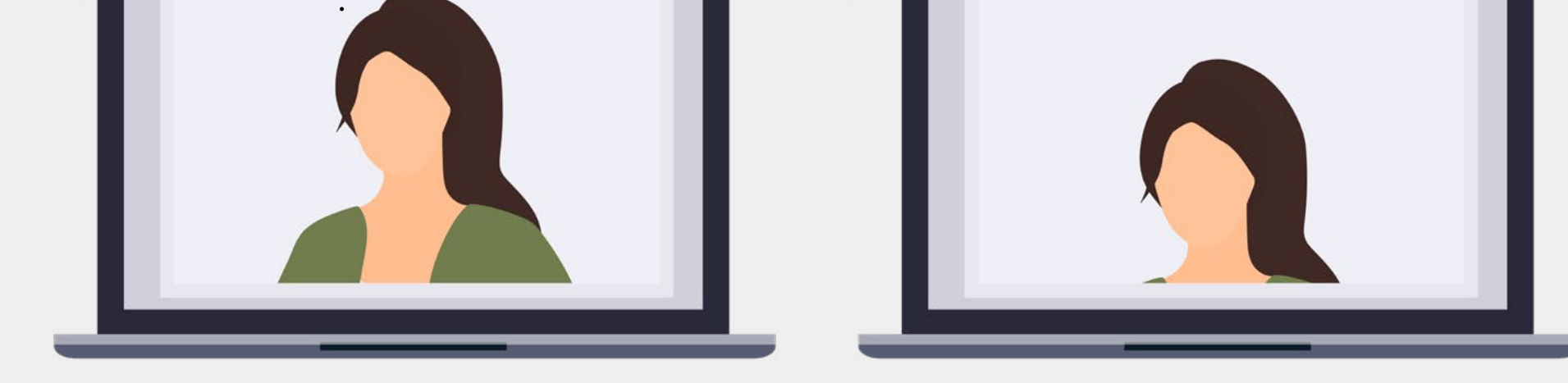
To create a professional video appearance:

Place your webcam at eye level and face it directly

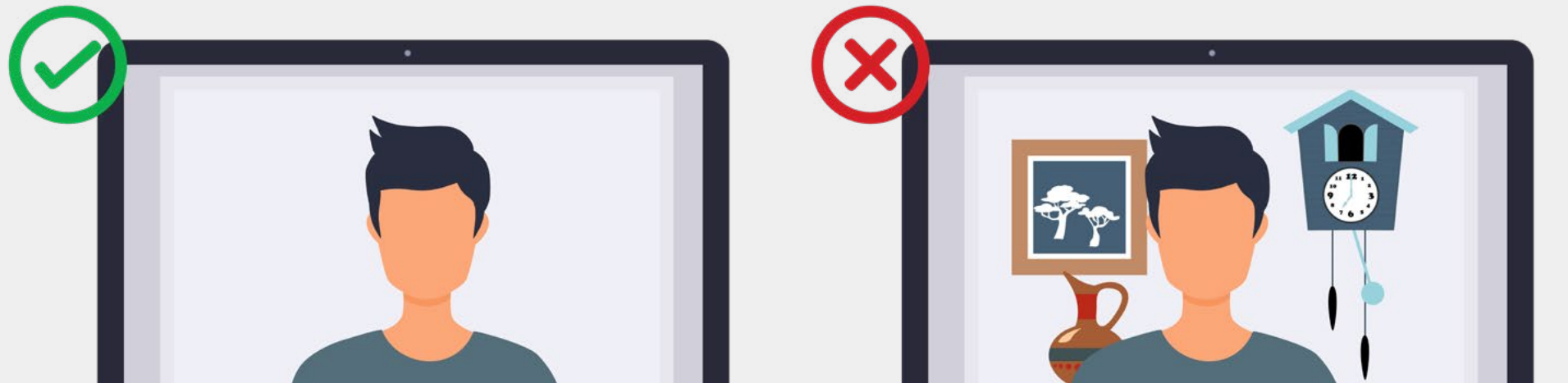


- If using a laptop, consider propping it up on some books to achieve the optimal height
- Looking at the webcam when you are speaking, rather than the computer screen, helps ensure natural sightlines
- Angling the screen can create unflattering camera angles

Have your face in the centre of the screen; your eyes should be about two-thirds of the way up the screen

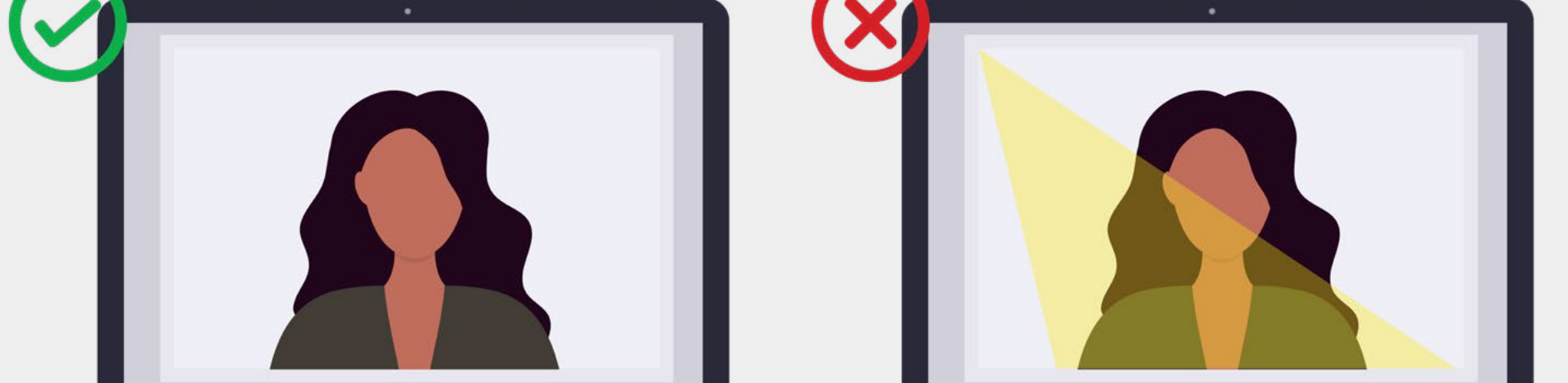


Use a neutral background



- Objects moving in the background can be distracting
- Backgrounds that closely match your clothing or skin tone can make you less visible

Use appropriate lighting



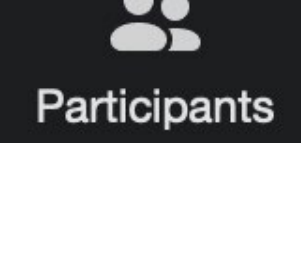
- It is advisable to have light sources in front of you (being lit from behind can turn you into a silhouette)
- Try facing a window to take advantage of natural light.
- A desk lamp placed behind your screen and to one side is also effective. If the light appears too harsh, try draping thin fabric over the light surface




EXTRA ZOOM FUNCTIONS



Who has joined the meeting?

 Clicking on the "Participants" icon will display a list of everyone who is present.

Raising your hand

 The "Participants" menu also contains a blue hand icon. By clicking this icon you will "raise your hand" and alert the clerk that you would like to intervene.