



Tips for Online Meetings

Some folks use video and online video conferencing weekly or even daily, but most do not. Below are some general tips for having a successful online group, class, or meeting whether you're a seasoned veteran, or have only "facetimed" a family member once.

1— Focus on the 3 P's | *Be Positive, Prepared, and Present*

Be Positive

- Meeting, learning, and working together online is different but very effective.
- Learning new skills and technology can be hard, but your group (all ages) can do it.
- In a season when we need connection the most, we are blessed with the tools we need.

Be Prepared

- Leaders should send out the meeting link in advance, 24 hours before if possible.
- Ask everyone to join the online meeting 10 minutes early to test tech (video, audio).
- If tech isn't working, members should contact meeting host ASAP for troubleshooting.
 - *you can also check the troubleshooting tips on the next page.*
- Sit in a quiet, comfortable, well lit space and position your device at eye level.
- Watch, read, or study any materials beforehand so you are well prepared.

Be Present

- It takes work and intentionality to be fully present and engaged, but can be done well.
 - Use a laptop, computer, or large tablet to see and connect with more people at once.
 - Most phones will work but typically only show 1 person at a time and limit key features.
 - When others speak, use affirming non-verbals like eye contact, smiles, head nods.
 - Unless the ultimate distraction (your phone) is truly needed, place it out of your reach.
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2— Choose a Great Platform | *We recommend Google Meet*

- There are many great video call platforms available today - free or paid.
<https://www.techradar.com/best/best-video-conferencing-software>
 - Experiment with a couple, then choose the one that best meets your needs.
 - We recommend Google Meet, and can offer it free through CMA Church, but feel free to use any other platform. Contact admin@cmachurch.net for more info on Google Meet.
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3— Practice Makes Perfect | *This Will Be Easy Very Soon!*

- Some people have a lot of online meeting experience but most people do not.
- Be patient with the group leader and group members as you all learn and practice this new way of learning, growing, and working together online.
- Group leaders should hold practice meetings with other group leaders to hone skills.
- Practice, practice, practice and meeting online will be easy for your group very soon!



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Troubleshooting online meetings

There are many different reasons you might be struggling to join the meeting. Here are a few steps to troubleshoot your issue.

Page won't load or video keeps freezing

- Might be your internet speed. Run a quick speedtest. Go to [speedtest.net](https://www.speedtest.net) and click "Go". The higher the number the better, but a minimum of 3-4Mbps download and upload are needed.
- If the numbers are too low, try restarting your WiFi router (just turn it off and back on) and run the test again.
- If restarting doesn't work, try moving closer to your WiFi router.

No one can see or hear me

- You might need to enable your camera and mic. try closing the window and reopening the link, and click "allow" on any popups that mention "mic" or "camera".
- Or try clicking the padlock next to the address "**meet.google.com**" at the top of the page.

We keep hearing a "squealing" sound

- This is called feedback, and can happen when the mic and speaker can hear each other. Try plugging in a pair of earphones, you turning your speakers down.