



Tips and tricks for FPSLREB videoconference proceedings

These tips and tricks will help you prepare for and participate in FPSLREB videoconference proceedings. There are four parts:

1. “Settings” outlines technical requirements and makes suggestions to optimize your participation;
2. “Etiquette” invites you to follow some steps to ensure that everyone benefits from proper proceedings;
3. “Being efficient” suggests ways to prepare for and work while videoconferencing; and
4. “Windows keyboard shortcuts” lists a number of useful shortcuts for the Zoom videoconferencing platform.

1. Settings

- a) You will need an operational webcam and speakers and a stable, private Internet connection.
- b) Ideally, use a hard-wired connection to your modem or router instead of Wi-Fi.
- c) You should not use a public network.
- d) Determine the bandwidth on your Internet connection. If it is poor, see if you can do anything to increase it. If your bandwidth is limited, the Board recommends using a telephone to connect to the audio part of the videoconference.
- e) Position the camera at or slightly above your eye level. Try to position yourself in the middle of the screen and at an appropriate distance from the camera. Set up your position and test it well before the videoconference begins.
- f) When speaking, try to look directly at the camera rather than the screen.
- g) If you are not testifying, you can use a professional background (a picture of an office or a boardroom). Videoconferencing platforms normally offer a choice of backgrounds by default.
- h) Face a window or a light so that everyone can see you. It is better if the light is behind the camera or coming from the side (and not behind you).
- i) Headphones with a microphone are preferred, since the sound they produce is usually clearer than from a computer’s built-in microphone.

2. Etiquette

- a) Dress properly, exactly as you would for an in-person meeting.
- b) Show your professionalism. Be on time, respectful and treat the videoconference as a normal process.
- c) Make sure to log into the videoconference session 15 minutes before the official start time.
- d) Consider any time zone issues and manage them accordingly.
- e) You should mute your microphone unless otherwise directed by the host or if you wish to intervene.
- f) Ensure that your screen name is accurate and specify your role.

- g) Turn off notifications on your computer and on all nearby electronic devices.
- h) When possible, you should mute the sound of your keyboard.
- i) Ensure that your room is well lit and quiet. Doors should be shut for privacy.
- j) Avoid multitasking! You will remember everything discussed much better if you refrain from replying to emails or texts during the videoconference and wait to work on that PowerPoint presentation until it ends.
- k) Prepare in advance any documents you want to share or use.
- l) If you wish to share content during the videoconference, make sure you have the files or links ready for sharing before it begins.

3. Being efficient

- a) Think in advance of how you will set up your space so that you will be able to access the video screen and your documents, whether they are paper or electronic. Having a separate screen, if possible, or splitting your screen, may help.
- b) Test your audio before the proceeding to ensure there is no feedback or interference with surrounding devices.
- c) Think of how you will take notes.
- d) When considering your setup, be aware that while Zoom Pro allows you to participate via your cellphone, laptop, or tablet, it will not let you sign in on two devices of the same type.
- e) Pause longer than usual before speaking after someone else has finished, to avoid overlapping them.
- f) Take more breaks than you typically would.
- g) Use the Zoom “pin” or “spotlight” options to see the intervenor optimally.
- h) Click [here](#) for Zoom hot keys and keyboard shortcuts, and review the FPSLRB’s Technical Guide document.

4. Windows keyboard shortcuts

Shortcut	Action
F6	Navigate among Zoom popup windows
Ctrl+Alt+Shift	Move focus to Zoom's meeting controls
PageUp	View previous 25 video streams in gallery view
PageDown	View next 25 video streams in gallery view
Alt+F1	Switch to active speaker view in video meeting
Alt+F2	Switch to gallery video view in video meeting
Alt+F4	Close the current window
Alt+V	Start/stop video
Alt+A	Mute/unmute audio
Alt+S	Launch the share screen window or stop a screen share Note: Will work only when the meeting control toolbar has focus
Alt+Shift+S	Start/stop new screen share Note: Will work only when the meeting control toolbar has focus
Alt+T	Pause or resume screen share Note: Will work only when the meeting control toolbar has focus

Alt+N	Switch camera
Alt+F	Enter or exit full screen
Alt+Y	Raise/lower hand