National Multiple Sclerosis Society

Technology tips:

- Having a camera is a prerequisite.
- Verify Wi-Fi speed and security.
  - Confirm that your Wi-Fi network is secured (not applicable for hardwired internet, i.e. a router directly connected to your computer).
  - You'll need high speed internet access. Check your internet speed, if it's slow try to find a better spot to host the meeting. To check, visit speedtest.net.
- Turn your camera on and have your camera at eye level. The eye contact helps to create a more personal connection.
- Headphones or headsets with a microphone can be helpful for ample audio.
- Find a platform you feel comfortable using. You can review virtual meeting platforms by referring to our resources guide here.
- Pre-set your meeting to mute participants' microphones upon entry to help avoid background noises.

Background setting of your meeting:

- Choose a space that is safe and confidential for the privacy of yourself and group members.
- Make sure you sit in a well-lit and quiet place. Limit backlighting for the best experience.
- Be mindful of any activity going on behind you. Think about having solid wall behind you or turning on the virtual background.

Virtual Engagement:

- Before starting your meeting, you may find it helpful to ask your participants for audio cues and visual cues with facial expressions, head nods, etc. Virtual meetings are different than in-person meetings because you may not have the body language cues that naturally help move conversation along.
- It may be helpful to begin your meeting with an ice breaker to give members a chance to get used to the virtual setting.
- When delivering a presentation, sharing images or videos, give your attendees a moment to absorb what you've shared.
- Embrace the pause: take a moment after the end of your comments to allow for attendees to engage before moving on.