



1. Properly set up your equipment.

- Please try to connect to the internet using your landline for a more stable connection.
- Download the [Zoom desktop app](#).
- [Get a headset and microphone](#), if you have them, to reduce background noise.
- Test your [audio](#) and [video](#).
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging.
- Adjust the height of your computer so that the webcam is at eye level (You can use books or whatever is convenient for the adjustment).

2. Look your best.

- Lighting should come from in front of you or from the side, in order to best light your face. (Avoid sitting with a window behind you.)
- Keep your background clear of distractions.
- Look at your webcam, not at the screen.
- Use gestures and mannerisms that you would typically use in person.

3. Help everyone focus.

- Don't have side conversations.
- If you aren't talking, mute or turn off your microphone.

4. Reduce distractions.

- Use our official INSEAD virtual background.
- Make sure your camera is on a steady surface to prevent shaking
- Turn off your camera if you need to take care of business outside of the virtual event (ex. someone in-person needs your attention). Turn the camera back on when you are present again.

For speakers:

- Make sure everyone can hear you. Use a microphone when you speak.
- Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.
- Adjust the height of your computer so that the webcam is at eye level.
- Avoid noisy activities like typing while your microphone is on.