

# Glocal Meetups For Virtual Events How to: Zoom

## Zoom Host Tips

### Pre-event:

- Login: Use the UNIQUE one-click link received from ZOOM.
- Log on to Zoom approximately 10 minutes prior to the event.
- Essential is a stable, robust internet connection, minimum 10mbs. You can test your internet speed [here](#).
- Test microphone prior to event and ensure no faults and that the sound is clear.
- Make sure you are well lit (side lighting is the best). Use natural light from windows to bring light to your face or use an overhead light.
- Make sure background is uncluttered.
- Clothes: Avoid patterns, stripes, and plaids. Choose bold colours. Simple jewellery is best.
- Ensure table/surface where camera is mounted is solid and steady.
- Ensure you have water on hand.
- Use a fully charged laptop, and ensure your laptop is plugged in to an external power source.
- Close all other windows on your laptop and ensure all apps are closed (for example, the internet, Teams, your calendar, etc.).
- Turn off all pop-up notifications on your screen.
- Ensure your mobile phone is set to silent.
- Set up one of the USYD branded [Zoom backgrounds](#) so people know they are in the right place when they join.

### During event:

- Mute microphone whenever you're not speaking.
- Make sure your camera is on.
- When you're talking, look directly into the camera.
- Sit in a comfortable chair in a space with adequate lighting, and avoid or minimize any visual or audio distractions, if possible. A quiet, echo-free room is recommended. Ensure everyone you live with is aware of the time period that you're hosting your Glocal Meetup.
- Headphones are ideal for better sound.
- Enjoy greeting your guests as they arrive on Zoom.
- Inform your guests that you'll be posting any screenshots you take during the gathering and give them the option to rename themselves on Zoom if they don't want their names to be shared publicly, and/or turn off their video when you take your photo(s).
- Take screenshots to post on social media after your Glocal Meetup.



THE UNIVERSITY OF  
**SYDNEY**

- Before the Glocal Meetup concludes, encourage guests to connect with each other on LinkedIn or another social platforms to keep in touch.

**Have fun & enjoy interacting with your fellow USYD alum!**

**Post event:**

- Post screenshots from the event on social media. Remember to use the hashtag #USYDalumni for a chance to be featured on USYD's social media channels.

**Can't find an answer to your question? We're here to help.**

Phone: +61 2 9036 9222 (Available Monday to Friday, 9am to 5pm, AEST)

Email: [alumni.office@sydney.edu.au](mailto:alumni.office@sydney.edu.au)