

Adapted from “10 Critical Insights for Successful Online Gatherings,” March 17, 2020, ejewishphilanthropy.com, by Lisa Colton, Emily Goodstein, and Miriam Brosseau, <https://ejewishphilanthropy.com/10-critical-insights-for-successful-online-gatherings/>

As we begin to use various online tools to study, meet and connect with one another, here are some things to think about:

For video chats –

1. Think about what is behind you, what is your backdrop?
2. Make sure your face is well-lit and there is not too much light behind you (which will put your face in the shadows)
3. Think about the angle of your camera. If you have a laptop on a low desk, you’re likely looking down into it, and others are seeing you against your ceiling. Try placing a book underneath your laptop to raise the camera to eye level.
4. You have the ability to “mute” yourself. This limits any background noise from interfering with the group chat. You can “unmute” yourself to make a comment to the group. If you don’t know how to do that, ask your group leader. Also, group leaders may start a meeting with all participants muted.
5. The group leader may choose to enable a “chat” function, which will allow people to type their comments and questions and have them seen by all participants. Ask your group leader if you need help using this feature.
6. Taking turns speaking, “passing the mic,” is different online. In person, we have a lot of cues about taking turns speaking. Online, we lack that body language, plus a fraction of a second delay in audio means we often end up talking over each other, or stuck in a polite “no, you go ahead” “no no, you go.” Your group leader will help.