SPS Columbia University
Best Practices & Tips for Faculty and Hosts

Practice and preparation in advance will ensure that your audience has the best experience. Here are a some tips to ensure you have a successful virtual presentation:

- Be sure you have the most up to date Zoom for all of the latest features and security settings. Here is how you can update your Zoom. If you have a CUSPS issued laptop, please reach out to SPS Tech to have them update the application. You can reach them via email at SPSTech@columbia.edu.

- Test the audio before your event begins: This will ensure your speakers and mic are working properly before the live event begins. Here's how to test your device audio. You can also test your audio and video by logging on to zoom.us/test and joining a test meeting.

- Ensure remote access or screen share privileges are enabled on your desktop/laptop. Here is how you can enable those options.

- If you enter the room as a Guest, be sure your display name is the same as what was submitted to your host to avoid confusion. Please do not use nicknames. Here is how you can make those changes.

- If your Zoom settings have been set to mute participants upon entry and/or disable screen sharing or video -- don't forget to give your presenters back their permissions. You can do this in the Manage Participants window.

- Consider including a welcome slide that will be posted for attendees who are waiting for the event to begin.

- Schedule a practice session with speakers and panelists to test software, applications, and your Zoom settings and controls.

- Hardwire your internet connection: This will help you avoid any issues with an unstable WiFi connection, which can affect your audio quality and the overall attendee experience.

- Minimize background noise: Try to hold your Zoom Meeting/Webinar in a quiet place. If you must be in a loud environment, using a headset with a mic often reduces background noise compared with your computer's built-in microphone. In fact, a headset is a general best practice for higher-quality audio than other built-in options.

Additional Information

Contact Information
For general questions or resource information please contact us at: cusps.zendesk.com

Resources
- Zoom - Essential Features Guide
- Zoom FAQs
- Zoom Best Practices for Hosting a Digital Event
- Best Practices for Securing Your Zoom Meetings
- Zoom Running Engaging Online Events