**Tips to Create a Professional Remote Office for Virtual Meetings**

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1. Work from a quiet, carpeted room

If your room is empty and uncarpeted, it can result in hollow, echoey audio distracting to others. Carpeted rooms with soft furnishings tend to create the best audio during web conferences. If the room you're

calling from doesn't have carpet, even putting a rug on the floor and some floor pillows in the room can reduce reverberation and create a warmer sound.

1. Use a neutral background  
   While professional-looking plants, bookcases, or picture frames in your background aren't necessarily a problem, the safest approach is to simply have a neutral-colored wall in the background. Shades of grey or white can work especially well. Anything distracting in the background will distract from the content of what you're saying.
2. Create good lighting   
   Ensure your room has a strong, but soft light. Recommend having two LED desk lamps with adjustable intensity and hue on either side of your webcam directed toward your face so you can tweak it according to daylight conditions and create uniform lighting on your face. One large lamp can also work.
3. Use a laptop, not the phone  
   Use your laptop or desktop computer to make the call, which allows you to easily take notes and have a stable image, which is nearly impossible if you're holding your phone or trying to balance it on your desk.
4. Test the Technology  
   Have rehearsals and run throughs of the software you’ll be using ahead of time to practice and test
5. Raise your webcam to eye-level  
   Ensure your webcam is at eye level so your image will look more natural, as if you were both sitting across from each other at the same table. The easiest way to do this with a laptop is to simply put it on top of a box.
6. Use a good microphone  
   If you don't want to invest into an external desk mic, even just switching to the earphones that comes with your phone will create a more intimate, conversational sound profile.
7. Position conference window near camera  
   You may be tempted to use maximize your conference application to full-screen so everyone else's image looks big on your screen. Instead, make the conference application as small as possible and position it adjacent to your computer's camera. This way, when you look at the video image of the person you're talking to within the application, your gaze will not seem pointed toward a completely different direction.
8. Dress the part   
   Dress as if you are meeting the other participants in person
9. Turn off notifications such as email, instant messaging
10. Look at the camera, not the screen when talking   
    While this takes some practice, seasoned professionals who do a lot of web conference calls make a point to look at their webcam when speaking or listening to a specific person on the call rather than looking at their video image. While looking at someone's image is perfectly natural (what we do in person), looking instead at your camera gives will make it seem like you're looking directly at them, which creates a stronger connection.
11. Avoid multitasking   
    Even if you're a master multitasker, anything you do that isn't related to the meeting itself will prevent you from fully participating and absorbing the content.