

Webinars and video meetings with Zoom.

Webinars take up a LOT of bandwidth. A lot of organisations don't have sufficient bandwidth to support good reception of a webinar. This includes large organisations like DHBs and Oranga Tamariki. If your webinar is breaking up, freezing or jumping, lack of bandwidth is probably the problem. You may get better continuity if you wait and watch the webinar as a recording.

You are better to be hardwired to the internet, rather than using Wi-Fi. Use an ethernet cable to connect your computer to the modem. If there are too many devices trying to connect to the internet, those on Wi-Fi will be dropped first.

Make sure you have no other internet programmes open. If you are at home, you may need to go around and ask everyone else to close their internet connections if they can.

There will usually be a slight lack of syncing between the audio and the video. This is a function of the speed at which each is able to be transmitted.

If the syncing between video and audio annoys you, slide the screen with the PowerPoint presentation over so you can't see the video of the presenter.

Keep your microphone on mute unless you are talking and participating in the current discussion. Your computer will pick up all the background noises – dogs barking, doors slamming, and confidential conversations!!! Using a headset makes for clearer sound for those who are listening.

If you are talking, keep still. The microphone can't keep up with too much movement.

Look at the camera if you want people to feel you are talking to them. If you look at the picture of them, it looks as if you are not fully engaged – a bit like looking over someone's shoulder as you are talking to them.

It is a good idea to get a group of people together to watch the webinar. Bring your lunch!! Run a Journal Club!! Choose the most up to date computer available to you and watch as a group. This way you can discuss the issues and come up with questions. Discussion will help you to embed the learning from any CPD activity.