

8 MUST-HAVE TECH ITEMS FOR GREAT VIRTUAL MEETINGS

STRIVING FOR GREAT VIRTUAL MEETINGS? SET YOURSELF UP TO PRESENT LIKE A PRO BY USING THE RIGHT EQUIPMENT AND BACKDROP TO GET THE JOB DONE!



1. ADD FRONT-LIGHTING TO LOOK YOUR BEST

- Erase shadows and look sharp via a dimmable LED [Video Light](#) or [Ring Light](#).

2. USE A LAPTOP STAND TO SEE EYE-TO-EYE

- No one wants to look up your nose! See eye-to-eye via a simple [PC stand](#).

3. UPGRADE YOUR HEADSET

- If a sound check reveals that your audio quality is low, invest in a better [USB headset](#).

4. ADD A SECOND MONITOR

- A [second monitor](#) is a powerful tool that allows you to stage documents, see the meeting chat, check the agenda, preview upcoming slides, and google questions off-screen.

5. USE A BIG, EASY-TO-SEE DIGITAL CLOCK

- Keep meetings on-time via a well-positioned, easy-to-see [digital clock](#) with USB ports and temp.

6. INCLUDE COMPANY BRANDING IN YOUR VIRTUAL BACKGROUND

- Add a professional look to your meetings by displaying a logo, product, or business award behind you. While a real office backdrop is best, you can also try a [custom, branded virtual background](#).

7. TELL YOUR PERSONAL STORY VIA VISUAL CUES

- Your backdrop can be sad or engaging. Build relationships by letting colleagues into your world via family photos, sports memorabilia, or musical instruments. Use larger items for clarity.

8. USE A PRIVACY SIGN

- A simple “[Do Not Disturb](#)” sign will help everyone know that you’re in an important meeting.