

8 MUST-HAVES FOR GREAT VIRTUAL MEETINGS

READY FOR GREAT VIRTUAL MEETINGS? THE RIGHT EQUIPMENT CAN TRANSFORM DULL MEETINGS INTO ENGAGING PRESENTATIONS. SET YOURSELF UP TO PRESENT LIKE A PRO.



1. PROPER LIGHTING

- ☐ We recommend a professional dimmable LED [Desk Lamp](#) for best results.
- ☐ [7 Video Conference Lighting Tips for the Perfect Video Call](#)

2. DEDICATED VIDEO CONFERENCING CAMERA

- ☐ A dedicated [video conferencing camera](#) will help you reliably present your absolute best self.

3. QUALITY HEADSET

- ☐ A good quality [USB headset](#) makes all the difference for a better conversation.

4. SECOND MONITOR

- ☐ By using the video-sharing application, you can have the video meeting on one screen while referencing important files on the other.

5. CLOCK/TIMER

- ☐ Help your meetings start and end on time by never losing track of it again.

6. COMPANY BRANDING

- ☐ Professionalize your virtual meetings by always having your company brand visible – particularly when presenting to important clients. You can also try [custom, branded virtual backgrounds](#).

7. PERSONAL BRANDING

- ☐ Your background says a lot about you. Leverage a few personal items or [pics](#) to invoke conversation and build relationships with colleagues and clients.

8. PRIVACY SIGN

- ☐ A simple “[Do Not Disturb](#)” sign can avoid those embarrassing moments.