



Greetings LAA and PAL Members!

We are excited to have our first online General Meeting! The tech team has been working hard to make it a successful meeting.

*Zooming Forward* will kickstart us to online programming that will support our artistic practices but also create opportunities for growth, learning and professional development. The greatest benefit however is providing us with an opportunity to connect and inspire each other.

**Topic: Zooming Forward PAL / LAA / DAC**

**Time: Nov 9, 2020 07:30 PM Pacific Time (US and Canada)**

Zoom details are below.

#### ZOOMING FORWARD MEETING PROGRAM

1. Welcome - Christine Watters
2. Update from LAA President- Clark Streeter
3. Update from PAL President - Beth Okurowski
4. Introduction & Update DAC President - Sawsan Wolski
  - o Questions for any of the Presidents
5. Paint Pleasanton Report and Slideshow - Lorraine Wells
6. Demo: Camera Setup for Teaching Online Watercolor Class - Meghana Mitragotri
7. Closing - Christine Watters

There will be an opportunity to hang about after the meeting close for further questions and discussion.

#### ZOOM MEETING INVITATION:

Topic: Zooming Forward PAL / LAA / DAC

Time: Nov 9, 2020 07:30 PM Pacific Time (US and Canada)

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/85663096626?pwd=dU5RYW5SZTFhUE1Gd0hXMk9TcFVZZz09>

Meeting ID: 856 6309 6626

Passcode: 953980

*PS Remember to check out the infographic on Zoom etiquette and tips. If you missed the Zoom Orientation Session you can [find Zoom help here](#).*

*(<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>)*

If you have a problem connecting email [programs@Livermoreart.org](mailto:programs@Livermoreart.org) or [info@dacarts.org](mailto:info@dacarts.org) and someone will try and help.

# ZOOM MEETING ETIQUETTE & TIPS

## 1 TURN OFF NOTIFICATIONS

Those little pings are distracting to you and other meeting attendees.

## 2 TURN ON THE LIGHTS

If you can, get proper lighting. You don't need a fancy studio or expensive lighting. Sit near a window or have a bright lamp nearby.

## 3 LOOK AT THE CAMERA WHEN TALKING

It's becoming somewhat rude now if you are looking at the monitor instead of the camera. It's a bit awkward at first but your audience will appreciate eye contact.

## 4 WHEN MOVING AROUND TURN OFF THE VIDEO

If you decide to walk around or stand up. Many cameras are at eye level but the moment you stand up, it's not.

## 5 MUTE YOURSELF IF YOU ARE NOT TALKING

Mics can pick up all kinds of sounds from your typing to the rustling of your shirt if your mic is close to your clothing or taking a sip of your coffee.

## 6 CHECK YOUR DEFAULTS

If you are the host, turn off screen sharing, video, and microphones by default. Some folks are not ready to share their video when they first open a meeting.

## SHARE YOUR APP, NOT THE SCREEN

When sharing your screen, try to only share that application instead of your whole screen. Some attendees might be watching on a mobile device or have laptops so the screen might be too small if your monitor is large.

## 8 CLEAR THE SPACE BEHIND YOU

Your colleagues don't want a view of your dirty dishes or an unmade bed. See if you can move your camera so it directed to a wall or bookcase.

## 9 ARRIVE LATE?

If someone is late, there is no need to recap. They can get caught up after the meeting.

SOURCE: GLOBALSPEX.COM

**RELAX AND ENJOY ENGAGING**

**ZOOM ORIENTATION, MON NOV 2  
3:30PM TO 5:00PM**

