

**Welcome!** While you wait for the workshop to begin, please take note of these instructions:

- **Be mindful** - Keep your mics *muted* and cameras *off by default*. Instead, use the chat box for communication, asking questions & getting tech support.
- *Once the workshop begins, if you **can't hear audio**, ask yourself these 3 questions:*
  - 1) Have I connected to audio?** If not, go to the Audio tab at the top of the screen and connect through your computer. *If that doesn't work,*
  - 2) What type of device am I using?** Laptops or desktops work best, tablets normally don't connect. *If you aren't on a tablet, ask yourself:*
  - 3) Did I download the temporary WebEx application when prompted upon logging in - or am I using WebEx through an internet browser?** Downloading the app normally solves sound issues experienced when accessing workshops through the browser

# How to Shine as an Engaged Intern during a Virtual Meeting



## SERVICING THE ENGLISH-SPEAKING COMMUNITY FOR ALMOST 25 YEARS

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### Our Mission

- As a not-for-profit organisation, YES enriches the community by providing English language support services to help Quebecers find employment and start and grow businesses.

Successful futures start with 



# Partnering with the McGill Arts Internship Office



# Virtual Meeting Platforms

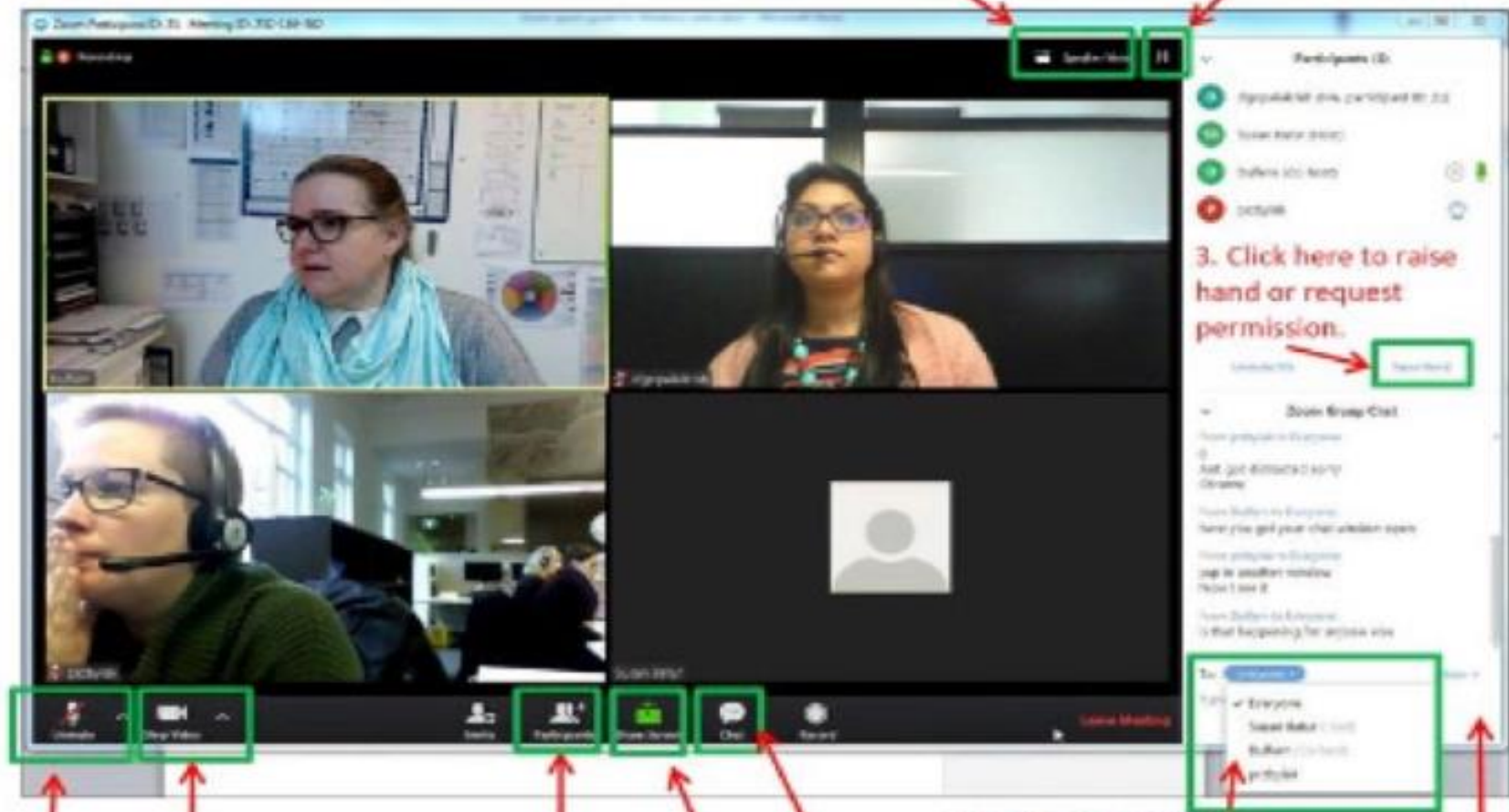
Microsoft Teams, Zoom, WebEx, Skype, Google Hangout, Blue Jeans etc.

The next slide is a screen shot of a  
Zoom meeting

## Main menu options

1. Click here to change the participants view to Speaker or Gallery view.

2. Click here to enter or exit the full screen mode.



3. Click here to raise hand or request permission.

6. Leave the meeting

4. Type inside the text box and press Enter to send a text to everyone.

5. Click the To field and select a participant to send a private message to that

7. Click Chat to view the Chat window and text your tutor or other participants.

8. Click to show name

9. Click Participants to view the participants list and the Raise Hand option.

10. Click the Start/Stop Video button to transmit/hide your

11. Click the Mute/Unmute

# Before the Virtual Meeting



# Administrative Preparations

- RSVP to the meeting request
- Set an alarm or notification in your calendar for 3 minutes before the start of the meeting
- Aim to be 1-2 minutes early
- Have a notepad and pen next to you



# Prepare

By being prepared, you are showing engagement. Be prepared to:

- To introduce yourself briefly
- To update the team on what you are working on
- Anything that you have to present (be ready to share the document or your screen)
- Stats or numbers they expect you know
- To take the Minute

# Introducing Yourself Briefly

In your introduction, you can mention:

- McGill
- Your program
- When you will be graduating

Around 1 minute is a good length for your introduction

# Presenting Your Work

- Be ready to share the document or your screen with the other participants to present your work

Here is a screen shot of someone sharing a document over Zoom (notice the green/red bar at the top of the screen)

The screenshot shows a Zoom meeting interface. At the top, there's a toolbar with icons for Mute, Stop Video, Manage Participants, New Share, Pause Share, Annotate, and More. Below this is a browser window displaying a Google Docs document titled "DRAFT: zoom tutorials". The document content includes:

**HEID:** 5 Zoom tips for improving your at-home collaboration capabilities  
**DEK:** Professionals of all kinds are working at home for the first time. Here's how to get the most out of free virtual meeting app Zoom.

As more offices close, travel plans are halted, and coronavirus restrictions rise a lot of professionals are facing at-home work for the first time. Downloads of virtual collaboration tools like Zoom have skyrocketed, and many users are likely experiencing online meetings and remote work via those apps for the first time.

Saying there's a lot to learn about Zoom is an understatement—anyone can use it, but getting the most out of it for remote collaboration takes some knowledge.

For those using Zoom for the first time, or those who finally have to use it for more than just connecting to a pre-existing meeting, these five tips can make Zoom a valuable part of your new work-at-home experience.

All of these tips were written using the macOS desktop version of Zoom with a free user account. Windows users should still be able to follow these same tips.

**Note:** Increased demand on Zoom servers during the coronavirus pandemic means that phone dial-in functions may be limited. Be sure your computer has a microphone and/or camera to use Zoom to its fullest.

1. How to turn on virtual backgrounds

At the bottom of the screen, there is a macOS dock with various application icons including Finder, System Preferences, Chrome, Messages, Photos, Calendar, Notes, Reminders, PDFelement, Safari, Music, Podcasts, App Store, Zoom, and Trash. In the top right corner of the Zoom window, a small video feed shows a man with short dark hair wearing a blue shirt, looking towards the camera.

# Taking Minutes

- Taking minutes means typing up everything everyone says and then sending the document to everyone after the meeting
- Your internship organization might have a template they just fill in

# The Tech

- Make sure your device is fully charged.
- Test the audio/camera.
- Familiarize yourself with the meeting platform (watch a free tutorial on YouTube)
- Move your camera or laptop lid so it's at eye level
- Mute your mic
- Turn your video on

# Find a Neutral Background

- A plain wall, a bookshelf (with nothing odd on the shelves) is fine.
- No virtual background or any type of filter.
- Nothing distracting in your background.

# During the Virtual Meeting





# Be Prepared To

- Be asked to introduce yourself
- Be asked to update the team on what you are working on
- Be asked to present your work
- Be asked to share stats or numbers
- Be asked to take the Minutes

# Ask Questions

Asking questions demonstrates that you are engaged and care about your internship



# Body Language

- Most important is to smile
- Avoid sitting super close to the screen—head and shoulders must be visible.
- A good rule of thumb is to leave 10-20% of the screen empty above your head.
- Adjust your chair to make sure you're not too low or high in the frame.
- When you speak, direct your gaze to the webcam.
- Sit up straight, smile and nod to show you're paying attention



UK\_Hewavitar...

AC\_Gutierrez R...

UNFCCC\_Pilfos...

AC\_Raja

AC\_Muremi

UNFCCC\_de la ...

AC\_Mahlung

UK\_Ritchie

ISD\_Hamill

AC\_Sgobbi

AC\_Trofimova

AC\_Kattsov

UNFCCC secret...

AC\_da Silva Be...

DOMINICAN REP...

JAPAN\_Yano

UNFCCC\_von T...

USA\_Kandy

AC\_del Pilar Bu...

AC\_Gaustad

zoom

# What your Colleagues See

- The size of your head/the size of your face
- Your ceiling or a “portrait” of you (your head and shoulders)
- Your closed eyes, if you are looking down (at notes or your phone)
- Your eyes looking at them or your screen
- Distractions (e.g. your cat or if you are distracted)



YouTube CA

Search



### SeniorProject 04's Zoom Meeting

3 views • Streamed live on May 5, 2020

Like 0 Dislike 0 Share Save ...



Michael Fox

SUBSCRIBE

Live chat replay

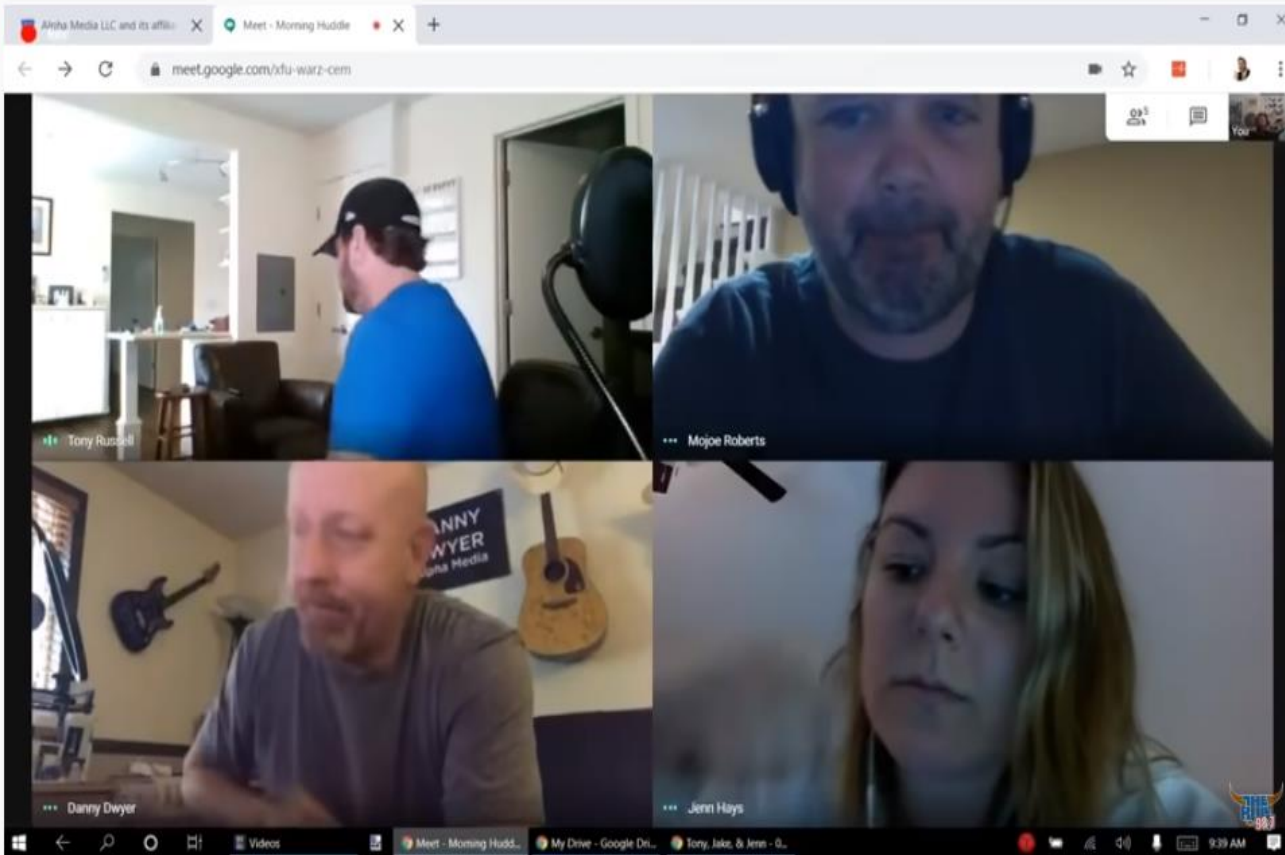
#### Up next



Type here to search



yes



Up next



## Awkward Team Meeting

2,222,510 views · Mar 25, 2020

9.3K 425 SHARE SAVE ...

987TheBull

SUBSCRIBE



yes

# What your Colleagues Hear

- If you are using your mouse/typing
- People yelling/laughing
- Your phone (turn off, no vibrate)
- A choppy voice/your voice cutting out
- Construction, car horns etc.
- Our mics are much stronger than we think!

So mute yourself! Press your space bar when you want to talk



# Virtual Meeting Netiquette

- Mute yourself (mic off) when you are not talking
- Avoid multitasking (have multiple screens open/accessible). Stay present
- Dress professionally (business casual)
- Avoid eating (coffee, tea, water is fine)

## BUSINESS PROFESSIONAL

## BUSINESS CASUAL

## BUSINESS PROFESSIONAL

## BUSINESS CASUAL



LONG SLEEVES  
OR SHORT

POCKETLESS

POCKETLESS

APPROPRIATE  
LENGTH SKIRT

HEELS, CLOSED-TOE SHOES

NO EXPOSURE  
OF NECKLINE



NO SLIDES

NO BARE  
JEWELRY

HEELS, CLOSED-TOE SHOES

POCKETLESS

NO EXPOSURE  
OF NECKLINE



NO  
HARDY

CLEAN SHAVEN

APPROPRIATE  
TIE

POCKETLESS

HEELS, SHOES

POCKETLESS



NO EXPOSURE  
OF NECK

NO EXPOSURE  
OF ARMS

HEELS, SHOES

CLEAN SHAVEN

APPROPRIATE  
TIE

POCKETLESS

HEELS, SHOES

POCKETLESS

# What to wear?

This guide demonstrates acceptable Business Professional and Business Casual attire for your upcoming career events.  
NOTE: For interviews, always choose Business Professional attire.

YES

# At the End of the Meeting

# At the End of the Meeting

- Asking questions demonstrates that you are engaged and care about your internship
- Ask a question if you don't understand the action item you are responsible for
- Be one of the last to click on the “end meeting” button

# After the Meeting

# After the Meeting

If you took the Minutes

- Finish the Minutes and send to the participants

Follow up on your Action Items discussed in the meeting

# Good Videos

How to Make a Good Impression in Video Meetings

<https://www.youtube.com/watch?v=npL2wIEs9Aw>

6 mins

Virtual Meeting Etiquette [DOS & DON'TS]

<https://www.youtube.com/watch?v=HYUVXQfaVp0>

8 mins

# 5-PART VIRTUAL INTERNSHIP WORKSHOP SERIES June 25 - July 23

June 25

How to Ace a Video Internship Interview

10:00 - 11:00AM | [bit.ly/mcgillaceinterview](https://bit.ly/mcgillaceinterview)

July 2

How to Shine as an Engaged Intern during a Virtual Meeting

10:00 - 11:00AM | [bit.ly/mcgillengaged](https://bit.ly/mcgillengaged)

July 9

How to Stay Motivated during a Virtual Internship

10:00 - 11:00AM | [bit.ly/mcgillmotivated](https://bit.ly/mcgillmotivated)

July 16

How to Foster Professional Relationships while Interning Virtually

10:00 - 11:00AM | [bit.ly/mcgillfoster](https://bit.ly/mcgillfoster)

July 23

How to Succeed at a Virtual Internship

10:00 - 11:00AM | [bit.ly/mcgillsucceed](https://bit.ly/mcgillsucceed)



# Q&A Period

# Reference Page

- <https://www.youtube.com/watch?v=npL2wIEs9Aw>
- <https://www.youtube.com/watch?v=HYUVXQfaVp0>
- <https://www.techrepublic.com/article/how-to-share-documents-onscreen-in-a-zoom-meeting/>
- <https://www.climatechangenews.com/2020/04/01/zoom-climate-diplomacy-technology-doesnt-help-build-trust/>
- <https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>