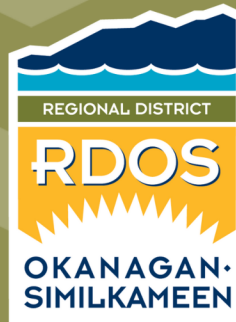


# BOARD BANTER



## LOOKING GOOD IN VIRTUAL MEETINGS

- Adjust the webcam frame to show your face, shoulders, and upper chest.
- Elevate your camera to eye level. Place your camera or laptop on a stack of books if necessary. This keeps your face and chest in proportion.
- Illuminate your face. Avoid backlight or sidelight. If you can, sit facing a big window.
- Be aware of your video background/surroundings. People are looking into your home or office.
- When speaking, focus on the camera or your meeting participants, not on yourself.
- Mute yourself when you are not speaking.
- Avoid solid black, solid white, or wild-patterned clothing.

*How does NASA set up a Webex meeting?*

*They planet.*



## CONSIDERATIONS WHEN YOU RECEIVE A REQUEST FOR INFORMATION OR AN INTERVIEW

1. How can I help you?
2. What is your story about?
3. What is your deadline?
4. Have you contacted anyone else at the RDOS, such as the Chair or RDOS Communications?
5. Consider whether you the best person to speak to the issue.
6. Is this an issue for the Chair to address on behalf of the Board?
7. Let me get back to you as soon as I can.
8. Inform RDOS Communications (for reference and to liaise with the Chair or staff if required).
9. Prepare your response and deliver.