

13 Essentials for Live Sessions

Tips for Success in Your Virtual Conference Room

1. Connect to a hardline.

Wi-Fi transmission can be temperamental. Use a wired connection for a more stable feed.

2. Take the connection self test.

Without a fast Internet connection, transmission may be choppy. Take the 3-to 5-minute self test on the equipment you will be using the day of your live session to make sure your equipment is up to speed.

3. Submit exhibits in advance.

If you plan on using exhibits, it's critical you provide them to office@cooperlitigationservices.com at least 48 hours in advance of your deposition.

4. Schedule a rehearsal.

Consider scheduling a time for a complete run-through so that you are practiced on how to share, highlight, annotate and stamp documents during your session.

5. Test your audio.

The integrated telephone conference call is recommended for best audio results. However, if you use audio through your computer, test your volume and have a good microphone and high-quality speakers or headphones.

6. Test your webcam.

If you would like other participants to be able to see you, make sure your computer has a webcam. For best results, use an external HD webcam and test it beforehand.

7. Dress appropriately.

If you are going to be on camera, wear proper Virtual conference business attire. Solid color shirts (especially light blue) and simple jewelry are best for video.

8. Set the scene.

Place yourself in front of a simple background and avoid highly patterned, busy or distracting wallpaper and artwork.

9. Frame your shot.

Properly center yourself and/or the witness in the webcam view and consider how far or close you are from the camera.

10. Beware of pop-ups.

Shut down Skype, Outlook, instant messaging, or any other program that may unexpectedly interrupt and/or take control of your webcam during your live session.

11. Eliminate background noise.

Consider your surroundings; close your office door and mute your phone when you are not speaking (especially if you are using your keyboard during the session). This is especially important if you go on a break and are having a confidential conversation. If you arrive late, wait until a break to announce yourself to the court reporter so as not to disrupt the proceeding.

12. Consider the hold music.

Be careful about placing your phone on hold. If you have hold music, putting your phone on hold during the live session will disrupt everyone in the Virtual room.

13. Check twice when chatting.

The chat feature can broadcast your comments to the room as well as facilitate private conversations. Be cautious not to mix up whom you are addressing.

For technical assistance contact:
877.476.3376 (DEPO)
office@cooperlitigationservices.com

For other great resources on virtual live sessions visit:
<https://cooperlitigationservices.com/content-center/zoom-conferencing/>



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