



National Problem Gambling Helpline: Call or Text 1-800-GAMBLER or visit 1800gamblerchat.org

Virtual Congressional Meeting Tips

Before Your Meeting

1. Make sure the name displayed when you join a Zoom meeting is your full name and not a username/nickname
2. Blur your background if it is distracting or you anticipate people/pets/children potentially entering the camera view
3. Make sure your camera and microphone are working well. Use the “test” feature on Zoom or your meeting platform ahead of time to triple-check that headphones or external microphones are compatible.
4. Remove any filters, emojis, or animations from your account ahead of your meeting. If you use a shared account, don’t assume the previous user cleared these for you.
5. If possible, try to minimize streaming or heavy use of your wifi/internet by other members of your household during your meeting time. This can help with connectivity issues.

During Your Meeting

1. Make sure your camera is on, well-focused, and angled to see your upper body. Avoid taking meetings from your cell phone if possible.
2. Take your meeting in a quiet space with few potential interruptions, such as pets, children, or roommates. If you anticipate some interruptions, ensure your background is blurred.
3. Keep your notes and/or questions nearby or on the screen during the meeting so you can easily reference them if needed. If you need to swap



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between screens, try to look into the camera as much as possible.

4. If there are connectivity issues, stay calm. Audio and visual issues can sometimes resolve on their own. If you can't complete your meeting for some reason, email or message the meeting attendees as soon as possible in order to reschedule.
5. Avoid diving right into content. Exchange pleasantries with meeting attendees just like you would in an in-person meeting.