

National Association for Behavioral Healthcare

Access. Care. Recovery.



NABH Fall 2020 Board Meeting Remote Participation Best Practices Tuesday, Oct. 6, 2020

Taking a few minutes to prepare how to participate in the NABH Fall Board meeting from a remote location can help make your remote experience easy and problem-free.

Become Familiar with GoToWebinar's Interface

- Have your GoToWebinar login credentials ready.
- Become familiar with GoToWebinar's interface. Be sure to restart your computer before starting GoToWebinar.
- Attend a/the practice session to mitigate any technical issues and make sure things go smoothly during the board meeting.
- **Be sure to restart your computer on the day of the board meeting.**

Internet Connection

The best and most reliable Internet connection for a webinar is a wired connection from your router to your computer using an inexpensive ethernet cable. No matter how fast your internet connection is, a WiFi connection (wireless) will never be as reliable as a wired connection. If you use a wired connection, be sure that your computer is using the wired connection instead of the WiFi connection. You can verify the connection through your computer's network settings.

If your only option is to use a WiFi connection, be sure to be as close to the WiFi router as possible. You must have a strong WiFi signal in order to present in a remote webinar. A spotty WiFi signal means that attendees won't see smooth video or audio from you. Turning off other items connected to WiFi will help boost your WiFi signal.

Power Supply

If you use a laptop for your session, be sure to plug your laptop's power cable into your laptop and that the power supply adapter is plugged into a wall outlet. Please do not rely on your laptop's battery to last throughout the meeting. By plugging your laptop into an outlet, you can avoid a last-second scramble when your laptop's battery is about to die.

Audio

- Best option: Headset
 - Whenever possible, use a headset that has headphones/earbuds and a microphone. A headset provides the highest quality possible and keeps the headset's microphone closer to your mouth, so your voice will come through loud and clear (if you plan on speaking).

- A USB headset is the ideal choice. This headset plugs into a USB port on your computer. An earbud headset with inline microphone is the second-best option. Be sure your computer can accept an earbud headset plug.
- Acceptable option: Built-in microphone
 - You can use the built-in microphone in your laptop or external webcam to record your voice.
- Loud & clear
 - Be sure to speak slowly, clearly and confidently, with your voice raised so that attendees can hear your voice loud and clear. You don't want to sound like you're shouting, but you also don't want to sound like your whispering or speaking gently. If you are recording your voice through a built-in microphone in your laptop or webcam, be sure to project your voice since the microphone will be farther away from your mouth.
- Selecting audio input & output
 - Even though you may have plugged your headset or external webcam into your computer, you still need to make sure that you've selected the correct audio input and output devices in your computer's audio settings as well as the audio input/output settings in the GoToWebinar interface.
 - If you are using a headset, be sure that the headset microphone is selected as the sound input device in your computer's audio settings as well as the audio input device in the GoToWebinar interface.
 - If you are using a built-in microphone in your computer or external webcam, be sure that the appropriate microphone is selected as the sound input device in your computer's audio settings as well as the audio input device in the GoToWebinar interface.
 - If you are participating in a live session, you'll want to make sure that your headset or external speakers has been selected as the sound output device in your computer's audio settings as well as the audio output device in the GoToWebinar interface.
- External noises
 - Be sure to keep external/background noises to an absolute minimum. Before your presentation take a moment to try and isolate yourself from noises such as:
 - Mobile devices
 - Pets
 - Fans or loud air conditioner units
 - TV/radio noise
 - Outside noise from an open window or door
 - Creaky chair
 - Chewing gum (do not chew gum or eat candy during the session)
 - People in the background walking around, using an appliance, talking
 - Closing or opening doors