

# University Housing and Dining Conference and Event Services Newsletter • Volume One

## How to Utilize Your Virtual Resources Successfully

The University Housing and Dining Conference and Event Services team loves working with you and your colleagues and we want to continue to do so through the limitless world of virtual events. We hope that this newsletter will help you look your best on Zoom, make your virtual event ideas a reality, host productive planning meetings and bond with your team.

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### Look Like a Zoom Whiz



- If you are not using a virtual background, small changes to your surroundings can make a big difference. Find tips to look your best [here](#).
  - You can change the **skin tone** of your reaction hands in the settings to find a shade that best matches you.
  - Give yourself a more polished look on camera with the **“touch up my appearance”** feature.
  - The chat can be **saved** at the end of the meeting by the meeting organizer—including private messages. Be sure you are not sending any chats you might not want everyone in the meeting to see.
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### Make Your Webinar Stand Out



Host a more interactive online event by adding **attendee polls** throughout the webinar tailored to participants.

Allow time for Q&A during the webinar.

- If participants ask live questions via the chat function, have someone other than the speaker moderate. This prevents wasted time and can help consolidate similar questions.
  - If you do not feel comfortable taking questions live, send participants a submission form in advance and plan your answers prior to the webinar.
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## Be Inclusive



- Zoom backgrounds can add some personal flair to a meeting, but they also help participants feel comfortable displaying or covering their physical surroundings on camera. See how to add your own background [here](#).
  - Make sure all videos you show **have closed captions**. Preview them ahead of time to check caption accuracy and find another video to show if they are not correct.
  - Consider hiring a language interpreter (or interpreters). Attendees can pin the interpreter's video to their screen or **select an audio channel** so that they don't miss anything.
  - Make sure the audio of presenters and videos is clear and easy to understand, and consider sending out the meeting transcripts for people who use screen readers.
  - You can find more information on Zoom's accessibility features [here](#).
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**“If you've decided to shift your in-person event entirely online, then you need to first take a pause and understand how you can leverage your content for virtual events.”**

Cvent Blog describes seven ways to do so [here](#).

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## Plan Productive Meetings



### Agendas

- If you are not already doing so, send out an agenda at least 24 hours before the meeting. It may be more work up front, but it will help you and your team to get more work done in the long run.
- Meeting agendas inform your group of any items they need to complete beforehand and how to prioritize time during the meeting.
- For less formal meetings make the agenda fun by adding a personal touch, like a photo of your pet.

### Make time for your team

- Without the convenience of gathering in the office, it can be easy to let team building slip from our minds. However, it is more important now than ever to build intentional connections with one another. Dedicate the first few minutes of regular staff meetings to a bonding activity if you cannot find another time that works for everyone.
- Not sure what the best activity is for your team? Check out this [list](#) for ideas.

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