

We ask that you share the link and Zoom preparation information with your full committee. Attendees of the meeting will be allowed to join the meeting 20 minutes prior to the start time and the call will not automatically end at the stopping time. A grace period of 1 hour is built in for each Zoom call using an ASHRAE line. For information regarding Zoom preparedness and etiquette, please review the information below. Guest attendees who contact ASHRAE requesting the link will be granted access.

If you have any questions, you can contact meetings@ashrae.org or reach out to your staff liaison.

Zoom Preparation

Test your internet speed, webcam, speakers and microphone before the call so you can spend more time communicating and less time troubleshooting your setup.

Internet Speed: Go to your search engine and search for “internet speed test.” Click Run Speed Test. Speeds below 20 megabits per second will likely have audio delays. Plugging into an internet router will provide a more stable connection than Wi-Fi. Closing unnecessary programs during the call will free up system resources

Computer Audio: If using computer audio, it is best to use a headset with a built-in mic. If you don't have one, call in with your telephone. When you join the meeting using computer audio, test your speaker and microphone .

Zoom Etiquette and Tips

- The host can see that you've arrived in the meeting by looking at the Participants Panel. The display is often only your first name. To avoid confusion, edit your display name by hovering over it and clicking Rename.
- Announce at the start to all attendees to unmute only when you need to speak.
- Save some internet bandwidth and keep your webcam off by default unless you are actively presenting.