



# ROTARY GRIQUA

OFFICIAL BULLETIN OF THE ROTARY CLUB OF KIMBERLEY

27 July 2020

<http://rotarykimberley.org.za/>

## LOOKING GOOD FOR ONLINE MEETINGS

In the wake of COVID-19, video conferencing has made the transition from office to remote work much easier for many teams. However, virtual meetings have their own unique etiquette you'll need to internalize.

### Why It's Important to Look Good

Looking good on a video call isn't about vanity. However, it is important to appear professional when meeting with your colleagues, even if it's through a screen. It shows you care about your meetings and aren't just going through the motions while working from home. Plus, getting dressed and combing your hair for an on-line meeting can have a significant impact on your mood. Fortunately, it doesn't take all that much work to look good. Here's how to get started.

Dress Appropriately in Business Casual Clothing: Business casual is the new normal. Even if your office did require you to wear a suit every day, rules are generally relaxing across the board now. Go for a sober button-down shirt or blouse. Stick to solid colours and neutrals as much as possible, as loud prints could be distracting. T-shirts and tank tops are never appropriate. Even though you're probably going to be sitting down for your meetings, you never know when you'll have to get up to grab a report or something. You don't want to get caught in sweatpants – or worse!

Find a Spot with Flattering Light: Where you sit plays a significant role in how you look. You need proper lighting if you want other participants to be able to see your face clearly, but avoid looking like you're sitting in front of a spotlight. From best to worst... try using natural light, warm indoor lighting, white indoor lighting or the light from your computer

screen. Don't sit with your back to a window, or you becoming a silhouette with a voice. Take a few minutes before meetings to test your camera and experiment with your lighting options.

Position Your Camera for the Best Angle: Since you watch video calls on your laptop's screen, it can be easy to prioritize the angle of your display and overlook that of your web camera. However, you don't want to leave your colleagues staring at your hairline or your chin for the duration of your meeting. Avoid odd angles - you shouldn't need to incline your head up or down too much to look directly at your camera. If you're using a standard desk, your laptop is likely to be below your head. We recommend lifting up your laptop a bit, so its camera is on eye-level with you. A few books should do the trick.

If you're using your mobile device, the same general rules apply. It can be difficult to hold your smartphone at this angle for extended periods of time, so consider using a tripod.

Make Sure Your Background Isn't Distracting: Last but not least, you need to make sure the area behind you isn't too distracting. A plain wall or even a subtle piece of artwork makes for the best backdrop. However, if you don't have a distraction-free background, clean up any clutter, send children and pets to another room and avoid sitting in front of bookcases or other 'busy' backdrops that could be distracting.

Some software packages (such as Zoom) include a handy feature to create a virtual background.

*Enjoy your online meetings!*

## NOTE

In the lockdown period, our Rotary Club meets On-Line. Rotarians and Friends of Rotary are welcome to join. Use the following link to join the meeting just before the published time – see our Calendar overleaf.

<https://www.gotomeet.me/D9370-GTM-Organiser/kimberley-gtm>

If you have any problems, please contact Barry Downs on 083 621 9911

### ROTARY CLUB OF KIMBERLEY

2020-2021

Chartered 20 August 1951

Rotary District 9370

**RI President:** Holger Knaack

**District Gov:** Maud Boikanyo

**Assistant Gov:** Rob Gibson

**Club President:** Ken Quinn

**Club Secretary:** Corlia van Tonder

**Club Board:**

Barry Downs

Gill Quinn

Colleen Fairweather

Peter Thomas

Amanda van Zyl

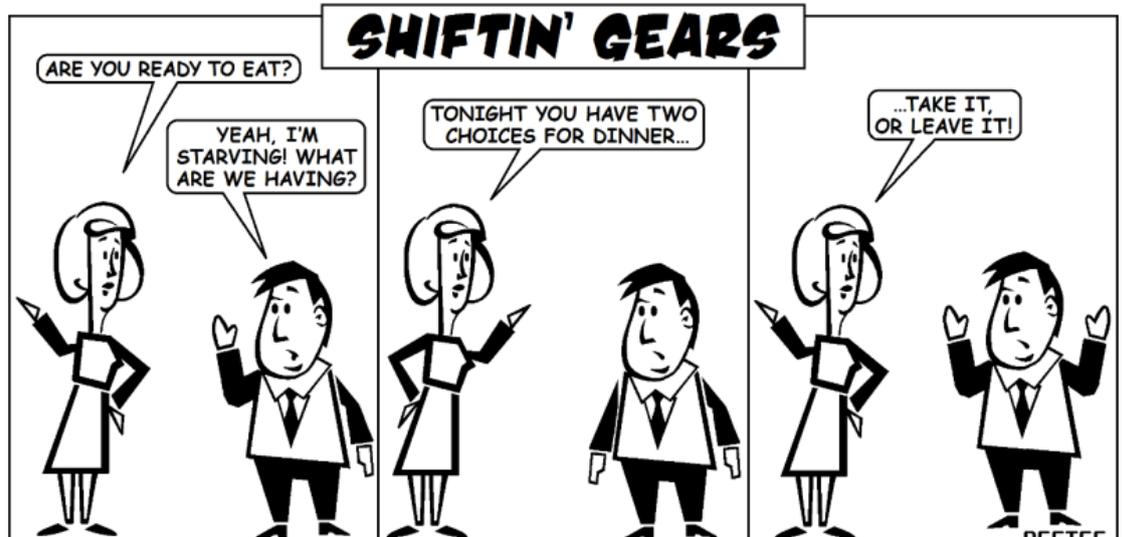
**Bulletin Editor:** Peter Thomas

**Club Meetings:**

Kimberley Club

Mondays 12:45 for 13:00

INFO: 084 688 0508



# CALENDAR & DUTIES

## JULY

(New Rotary Year Begins)

27 Jul: ON-LINE ROTARY MEETING – 12:45

## AUGUST

(Membership & Extensions Month)

3 Aug: NO MEETING

10 Aug: ON-LINE ROTARY MEETING – 12:45

17 Aug: NO MEETING

24 Aug: ON-LINE ROTARY MEETING – 12:45

31 Aug: NO MEETING

## SEPTEMBER

(Basic Education and Literacy Month)

7 Sept: NO MEETING

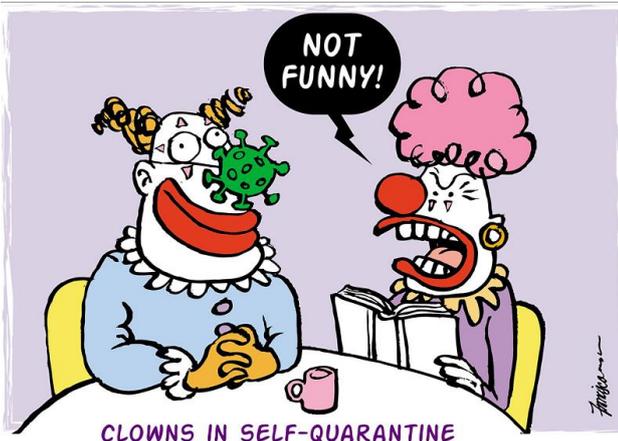
14 Sept: ON-LINE ROTARY MEETING – 12:45

21 Sept: NO MEETING

28 Sept: ON-LINE ROTARY MEETING – 12:45

## DATES TO DIARISE

9 Oct: Rotary Cycle Race & Fun Run



SUBMISSIONS FOR THE ROTARY GRIQUA ARE WELCOMED. PLEASE E-MAIL TO:

[petertee@vodamail.co.za](mailto:petertee@vodamail.co.za)



Rotary Opens Opportunities

**Disclaimer:** The views expressed in this newsletter are those of the editor and the contributors. They do not necessarily reflect the views of the Rotary Club of Kimberley, of Rotary District 9370 or of Rotary International.

## DUTIES

*If you are unable to do a duty, please make arrangements for a substitute.*

### WEEK OF 27 JULY (On-Line Meeting)

FELLOWSHIP: No Duty

CORPORAL: Peter Thomas (for Corlia v.T.)

TUES COFFEE CLUB: No Duty

### WEEK OF 3 AUGUST

NO LUNCH MEETING – No Duties

TUES COFFEE CLUB: No Duty

### WEEK OF 10 AUGUST (On-Line Meeting)

FELLOWSHIP: No Duty

CORPORAL: Willem Badenhorst

TUES COFFEE CLUB: No Duty

### WEEK OF 17 AUGUST

NO LUNCH MEETING – No Duties

TUES COFFEE CLUB: No Duty

### WEEK OF 24 AUGUST (On-Line Meeting)

FELLOWSHIP: No Duty

CORPORAL: Brenda Booth

TUES COFFEE CLUB: No Duty

### WEEK OF 31 AUGUST

NO LUNCH MEETING – No Duties

TUES COFFEE CLUB: No Duty

## CELEBRATIONS

### BIRTHDAYS

15 Aug Willem Badenhorst

20 Aug Rotary Club of Kimberley (1951)

22 Sep Gill Quinn

23 Sep Gordon Dally (Honorary)

29 Sept Marie Parsons (Honorary)

### WEDDING ANNIVERSARIES

29 Aug Mike & Beryl Bradnum (Honorary)

27 Sep Corlia & Dries Van Tonder

### INDUCTION ANNIVERSARIES

05 Oct 2010 Corlia Van Tonder

### COFFEE CLUB BIRTHDAYS

8 Aug Derek Preece

10 Sept Dennis Sparrow