

Best Practices

Be on time - be prepared

Dead time is amplified over video. Keep your meeting focused and participants engaged.

Microphones are very sensitive, especially if placed on the table



Use the Mute button. Whispers, coughing and sneezing are all amplified to the far end.

Speak clearly. Soft tones and mumbling are very difficult to understand over video conferencing.



Camera Dos and Don'ts

DO keep participants in the center or largest part of the framed view.

DO use the zoom button to focus in on primary speakers.

DO use presets to move the camera quickly and smoothly.

DON'T forget the camera sees all. It is important to remember the camera sees all actions and gestures, negative and positive, just as you would see in person.

Appoint a meeting facilitator

The meeting facilitator is responsible for the flow of the meeting and the system control device.

Make sure everyone in the room has had a chance to introduce him or herself, (including those off camera and those who arrive late).

In a multi-site call, introduce yourself when asking a question in a group setting.

Be more than a talking head

Utilize the media sources that are available, (i.e. videos, documents and computer graphics).

