Video conference etiquette

The following are helpful tips that will ensure a successful conferencing experience.

Meeting tips

❖ If you are manually dialling make sure you have the video number of the site you want to call or that the site is listed in the directory

❖ Set camera presets before you start your call so that you can quickly use them during the call. Try to fill the screen as much as possible with people rather than tables, chairs, walls or floor

❖ If you are convening the video conference, conduct a roll call once the conference is established to ensure only authorised participants are involved

❖ Listen for a beep that indicates that a user has joined the conference

❖ Hang up when the conference concludes

Video tips

❖ Light pastels and muted colours look best on the screen. Avoid wearing very 'busy' patterns

❖ If there are windows in the room, close any curtains or blinds. The interior room lighting is better than the variable natural light for the cameras

❖ Use natural gestures when you speak

Audio tips

❖ Place the microphone on the table in front of the people in the meeting if it is not in a fixed position.

❖ Speak in your normal voice without shouting

❖ Check with the people at the other site if they can hear you. Further audio checks can be done when the conference convenor asks people at each site to introduce themselves

❖ Since the audio has a very slight delay, you may want to pause briefly for others to answer you or to make comments.

❖ **Once the conference begins place your microphone on mute when you are not speaking. The microphones are very sensitive and easily pick up background noise such as paper rustling, pen tapping, coughing, etc which can disturb the conference**

❖ **When your site wishes to speak, remove mute, introduce yourself and then speak**

Welcome to the world of the connected classroom!