

VIDEO MEETING ETIQUETTE

It is important to find a quiet space for your video calls so that you can hear your meeting and so that you are not being disruptive to others while your microphone has to be on.



Eliminate
BACKGROUND NOISE

Selectively
MUTE



Put your Microphone on MUTE when you are not talking. It is easy to forget that there is a microphone picking up not only your voice, but if you decide to eat or drink something, that sound will come through also.

Use natural light from windows or simply turn on the overhead light in the room to brighten up the conference, but avoid sitting directly in front of a bright window as this will put your face in shadow.



Good
LIGHTING



Be **PREPARED**

Have notes on your phone next to you, and bookmark anything you need for reference. Clear your desktop of unnecessary files, test your equipment before you start and have the best internet connection you can.

Be sure that your pets are secured away and quiet before you log in to a conference call.

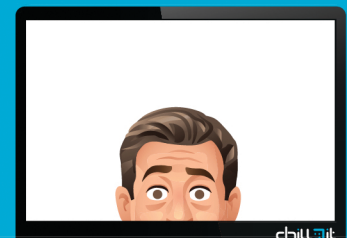
Be aware people can see what you are doing. Focus on your conference and try not to get distracted or multitask.



Plan ahead to
AVOID DISTRACTIONS

Be aware of your
SURROUNDINGS

This may go without saying, but cleaning up your room before Conference calls can make a huge difference in what your video call looks like. Keep the area behind you free of clutter. You want to be the focus and not a bunch of small frames or papers behind you. Plus, if your room is clean, you're likely to feel more organised yourself, making for a less stressful call.



Think about
POSITION

Look into the camera and make sure your camera angles are correct and you are sitting at the right height. Do not bounce in your chair!