

Videoconference Best Practices



Meeting Preparation

Test equipment & contact participants

- Download and install any required software for your device.
- Test the videoconferencing system and connected devices.
- Familiarize yourself with device options and controls.
- Place the camera at eye height for those who will be speaking. Avoid severe angles.
- Share documents and other information with participants.
- Test your internet connection before the meeting starts.
- Set up text messaging, chat, or email to communicate with other sites without interrupting the conference.

Check lighting & audio

- Make sure the room has adequate lighting.
- Minimize glare by pulling the shades on windows and doors.
- Avoid mixing sunlight with fluorescent lighting to prevent camera and image problems.
- Wear neutral or muted solid colors to avoid distracting effects.
- Test your microphone so everyone can hear you clearly and without distortion.
- Use a headset if you are in a noisy environment.
- Sit away from the microphone if you type during the meeting.

Communicating Effectively

- Speak in a normal voice and talk directly into the microphone.
- Maintain eye contact with the camera. Your focus should be on the people at the other end of the videoconference.
- Stay relaxed to keep people focused and interested in what you have to say.
- Limit excess movement to avoid looking jerky on screen.
- Stay in a small area and walk slowly if you move while speaking.

Videoconferencing Etiquette

- Say your name and location when you begin speaking. This allows others to identify who is speaking before the video switches to your site.
- Avoid side conversations, rustling papers, typing, or tapping too closely to the microphone.
- Direct your questions to a specific site, preferably to an individual. Expect a few seconds delay for an answer.
- Avoid echo by muting your microphone until you speak.
- Look directly at the camera to make eye contact with other sites.

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