

▶ Video Conferencing Quick Tips

Ensure more productive meetings

Tips for Video Conferences

- ❑ Provide an agenda and specific start and stop times before the meeting.
- ❑ If content is to be shared, email a backup copy to a meeting participants before the meeting.
- ❑ Make sure you have the video number(s) of the site you want to call or that the site is listed in a directory
- ❑ If there are windows in the room, close any drapes or blinds. Daylight is a variable light source and can conflict with interior room lighting.
- ❑ Use the preview mode to best adjust your camera angle. Try to fill the screen as much as possible with people rather than with the table, chairs, walls, lights, or the floor.
- ❑ Once in the conference, introduce all of the participants at your location and encourage other site to do the same.
- ❑ Limit side conversations – and determine if you really want the far end to hear what you are saying. If not, use the “Mute” button.
- ❑ Use natural gestures when you speak.
- ❑ Avoid nervous gestures like fussing with your hair or clothing and excessively moving your hands. This can distract the other participants.
- ❑ Maintain eye contact with the far site. Don’t focus on the preview monitor as the far site may sense you are not looking at them. If you find this difficult, turn off the PIP (picture-in-picture) so that you can focus completely on the far site.
- ❑ Make as few alterations to your camera angle as possible. Certain modifications might be necessary in response to environmental changes (e.g. room lights automatically turning on or off, increases in background or ambient noise, a presenter in your room needing to be in closeup) but on the whole, correcting and fine-tuning video settings can be distracting.
- ❑ Speak in normal tones; there is no need to yell in to the microphone.
- ❑ Do not tap pens or rustle papers near the microphones - the far side can hear this and it is distracting during a meeting
- ❑ Share content appropriately - studies show video conference participants have respond favorably to a ration of people 80% of the time and content 20%.
- ❑ If you want your site to concentrate only on the content (DVD movie, Internet video clip, etc.) then switch the camera to this video source – the other sites will be able to hear you even if the video doesn’t show you.

Tips for Multipoint Video Conferences (3+ sites)

- ❑ Once the call has started, keep your site muted unless you need to be heard.
- ❑ When you are done speaking, mute your audio.
- ❑ Allow other sites to finish speaking prior to speaking.
- ❑ For more than five sites, there should be a moderator to direct the conference and control when sites should be engaged and in what order. It is best for the moderator to pre-select the method for sites to speak.