

# Video Conferencing Quick Tips

## Ensure more productive meetings



### For More Effective Video Conferences

- Provide an agenda and specific start and stop times before the meeting.
- If content is to be shared, e-mail 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 the room contains windows, close the drapes or blinds. Daylight is a variable light source and can conflict with interior room lighting in a video conference.
- 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.
- Unless the conference is a regular meeting and everyone knows everyone else, at the beginning of the meeting, introduce all 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 playing with your hair or clothing and excessively moving your hands. These can distract 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 during the conference. Certain modifications might be necessary in response to environmental changes—for example, room lights automatically turning on or off, unexpected background or ambient noise, the need for a presenter in your room to be in close-up—but on the whole, correcting and fine-tuning video settings during the conference can be distracting.
- Speak at a normal volume and tone; there is no need to raise your voice or yell into the microphone.
- Do not tap pens or rustle papers near the microphones. The far side of the conference can hear this and it is distracting during a meeting.
- Share content appropriately. Studies show video conference participants respond favorably at a ratio of people 80% of the time and content 20%.
- If you want your site to concentrate only on the content (for example, a DVD movie, Internet video clip, or similar content sharing) then switch the camera to this video source. The other sites will be able to hear you even if the video camera doesn't show you while it is concentrating on the shared content.

### **For More Productive Multipoint Video Conferences (3 or more sites)**

- Once a call has begun, keep your site muted unless you need to be heard.
- Whenever you finish 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.

### **About Polycom**

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