



Best Practices for Video Conferencing

- Find a space that is quiet and free of distractions. Limit the background noise (i.e. kids, pets, coffee shops, car noise, etc.). Make every effort to get to a location where others can hear you clearly.
- Use headphones, and mute your mic when you are not talking.
- Close/quit any other applications you might have running on your computer. This will allow your computer to use all its memory and processing for the video call.
- A wired (Ethernet) connection is always better than wireless (WiFi). Public WiFi, in particular, can be unreliable.
- Test your equipment before joining the video conference to ensure all is connected and working as expected.
- Run a speed test on your connection. A good site to do this is <https://www.speedtest.net/>.
- Join the meeting on time, if not a few minutes early.
- If joining after the meeting has started, wait for the conference leader to ask who joined before introducing yourself. This will prevent you from possibly interrupting the presenter and further disrupting the meeting.
- If you need to excuse yourself from the meeting at any point, inform the group at an appropriate time. Don't just disappear without warning.
- Speak clearly.
- Take a pause before you start talking, which will allow the software to catch up from the last speaker.
- Never place the meeting on hold; simply notify the group, drop, and rejoin when you can.
- If sharing your screen, make sure you are only sharing the desired document. Log off of IM, Slack, and email or set your device to Do Not Disturb mode. Having IMs or emails from your significant other pop up in the middle of your presentation can be very embarrassing for you and distracting for others.
- Sit in a well-lit room, facing a light source. Do not position a window or bright light source directly behind you, as these will make it hard or impossible for others to see you.
- Don't forget: in a multi-person video call, people can't tell when you are looking at them.
- Eye contact is important. When addressing a particular person on a video conference, look at the camera, not the person's image on your screen.
- Consider the space behind you in the room from which you are video conferencing. Try to keep the space neat and free of any objects that might distract other participants.