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Learning Outcomes

- Participate in a meeting with video sharing components

As with audio, you may find yourself in meetings where some people are together in a room while others join via video chat. Generally, that looks something like the meeting in figure 1:



Figure 1. A hybrid meeting.

State-of-the-art video conference rooms have cameras that can follow and focus on whoever is talking, which is great for keeping the flow going, although these cameras have been known to stop on an elbow or a notebook rather than a face. Video conference rooms like the one above have one or more fixed cameras that are angled to capture the entire table. This creates some distance compared with group chats where everyone has their own laptop camera. However, it

also gives a better sense of the energy in the whole room, which can be helpful to those joining remotely.

In the event that you have only one person joining by video chat and/or they are joining on a laptop rather than a large conference screen, you may wish to assign an advocate as discussed in the [reading on Audio Meetings](#) to make sure that person isn't forgotten and that they have a chance to participate fully in the meeting.

Practice Question

Naomi and her management team will be taking part in a meeting with another team via videoconference. She has rented a local meeting space with a fixed video camera and a conference table. She wants to coach her team on best practices for participating in the meeting. Which of these is the most important thing for her to cover?

- ☐ All the Five Stages of a Telephone Call plus a careful review of her agenda and a reminder to dress nicely

[See this interactive in the course material.](#)

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