

Tips to Ensure a Successful Videoconference

Dress:

Avoid intense colors – For shirts and blouses, light pastels look better than bright white. Be careful of flashy jewelry that may reflect light.

Be careful of patterns – Avoid wearing narrow stripes, small checks and other intricate designs. Patterns can cause distracting visual effects onscreen.

Avoid all-light or all-dark clothes – These can trick the camera's automatic brightness control.

Preparation:

Arrive early – Our office staff can give you a brief orientation and help you become familiar with all of the tools that you will be using.

Understand the camera – When using the zoom and pan camera controls, frame yourself on the monitor screen from the waist up.

Communicate verbally and visually – Act and speak naturally. Maintain eye contact with people on the screen. Introduce yourself and others on the call. Be aware of transmission delay.

Videoconferencing behavior to avoid:

Background noise – Be careful not to shuffle papers, tap objects or chew gum near the microphones, as the sound may carry throughout the videoconference.

Distracting movement – Avoid any movement that distracts and draws attention, including fidgeting and fidgeting and moving around the room.

Overly eager participation – Speak in your normal voice, don't shout or lean into the microphone.

Videoconferencing with Multiple Locations:

With a meeting between multiple locations, the system switches to the location with the highest level of noise and movement. If there are side conversations going on, this can become very confusing. In order to circumvent this, use the mute button when your location is not talking.

To speak during a multipoint videoconference, first unmute your system, identify yourself and your location, and then proceed.