

Videoconference Etiquette Guidelines

- **Participate in an audio-visual check**
 - Start the video conference with a roll call or speak with the host site.
- **Mute appropriately**
 - Remember to mute when not speaking. This will ensure that video does not switch sites if someone coughs or makes a noise when using voice activated mode. It will also prevent broadcast of such noises to the other sites and acting as a distraction.
 - If you need to move the microphone during the session, mute it first.
- **Engage the remote audience**
 - Look into the camera occasionally when you are speaking. This helps you to maintain good eye contact with the remote audience.
 - Do not move out of camera range; people should always be able to see you.
- **Speak clearly and naturally**
 - The microphone will automatically amplify the sound.
 - There is no need to shout. Quiet talkers should sit closer to the mic.
 - Modulate your voice so it is not monotonous.
- **Pause between speakers**
 - Due to a slight audio delay, pause and wait to receive comments or responses from other sites.
- **Reduce background noise**
 - Avoid unnecessary tapping, rustling of papers, or side conversations when your site is speaking.
- **Enhance video display**
 - Avoid rapid movements or erratic hand gestures.
 - Avoid wearing clothing with loud patterns, or solid red or white.
- **Professional behaviour**
 - Be aware of the start and end times scheduled.
 - Assume that you are visible and can be heard throughout the meeting.
 - Do not monopolize the conversation.
 - Do not interrupt when others are talking.
 - Use respectful language at all times.
 - Focus discussion and questions on the content of the session.
 - Differences of opinion should be conceptual, not personal.
 - Respect individual confidentiality.

- **Administrative meetings**

- Participants at all sites should be introduced.
- Provide both your name and the site name whenever you respond—until everyone is oriented to one another.

- **After the session**

- Leave room clean and put videoconference equipment away.