

MIND YOUR MANNERS

An Etiquette Guide to Video Conferencing

TEST YOUR TECHNOLOGY



Check these **3** things:
1. Connection
2. Audio settings
3. Video settings



BE ON TIME

Be early to make sure everything is working



If you aren't speaking, mute your microphone!

USE MUTE WISELY

VISIBILITY

Your camera should be pointed directly at you at about eye level



APPEARANCES MATTER

- Dress appropriately
- Keep your workspace tidy and professional
- Do not use virtual backgrounds
- Watch your lighting

BEST PRACTICES FOR HOSTING A VIDEO CALL OR WEBINAR



A video call or webinar should be your first choice

Welcome

BEGIN WITH A WELCOME MESSAGE AND AGENDA

Moderate the conversation and monitor the chat function - limit side conversations



WHEN SCREEN SHARING



- Have your presentation or materials ready
- Close any private or confidential information on your computer
- Turn off your notifications
- Use presenter mode in PowerPoint
- Choose the correct window or monitor to share



STAY UNTIL THE END

Answer any last questions and close the call

