



The DO's and Don'ts of video conferences

CHOOSE A FACILITATOR

The flow and the rhythm of the conversation might be a barrier for a proper communication during a video conference.

Facilitator to the rescue!

- The facilitator of a meeting keeps the conversation flowing
- This role is in charge of moving through each item on the agenda
- Facilitator is also timekeeper
- If multiple people have their hands raised, the facilitator points to each person to speak

'NO, YOU GO AHEAD'

When you were younger, you were probably taught by parents and teachers, not to interrupt when others speak 😊 That's also valid for vidcons!

- Allow time between participants by leaving some pause between each speaker
- Say as many times, "No, you go ahead" as necessary
- If there's a tech glitch while you are talking be patient and repeat your words again

RAISE YOUR HAND

Many video conferencing software have features that allow remote participants to virtually raise their hands in the conference room.

- Use "virtual raise your hand" to indicate to the facilitator that you're ready to speak
- Remote participants can use physical gestures to indicate that they're ready to speak to attract in-room participants' attention conversation.
- Or use "cue-cards"

WHEN TO TURN OFF YOUR AUDIO

Background noise might be very distracting and it's a major problem when communicating remotely

- Mute your side of the call if you're not speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who's speaking.
- Also consider to switch off your video to avoid causing any distractions if you think that's necessary

SHARING YOUR SCREEN

Sharing your screen is a very useful feature in a remote call to present slides or share documents

- If you do need to share your screen during a video call, take a few seconds to prepare before you hit that share button.
- Clear your desktop of any extra tabs or programs you may have open and make sure any private or sensitive information is hidden.

STAY FOCUSED DURING THE CALL

Temptation to multitask in a remote call is quite high. Especially if many people are joining the call

- Be attentive and engaged during the call
- Try not to do any other work or read articles or send email
- Try to look into the camera when you talk
- When you're not talking, make sure you're paying attention to whoever's speaking or sharing their screen