

## VIDEOCONFERENCE TIPS

- ☞ Participants should arrive **15 minutes** prior to the beginning of the videoconference for training.
- ☞ Be sure to designate a “**Conference Leader**” at each site to control the camera console and graphics equipment.
- ☞ All participants should introduce themselves at the beginning of the conference.
- ☞ Read agenda items to be covered and remind participants of the time allotted for the meeting. Stick to your agenda, you are only allowed the time you reserve.
- ☞ Pan (move) the camera to the person speaking.
- ☞ Plan a 10-15 minute break for conferences over two hours.
- ☞ Bright colors transmit well but avoid loud prints, the color red, plaids and stripes.
- ☞ Be aware of habits that could affect the audio portion of the conference (in voice-activated multipoints): tapping of fingers, crumpling paper in front of the microphones, loose fitting necklaces, bracelets hitting the table, blocking microphones with objects.
- ☞ In case of side conversations activate the “**mute**” or “**privacy**” button.
- ☞ Summarize items covered during the meeting, reiterate any decisions and conclusions, and state any action items, plans or assignments. Discuss and agree on date and time of next videoconference.
- ☞ Pick up personal items before leaving the room. This will help to keep the room tidy for the next participant.



## **PARTICIPANT TIPS FOR VOICE ACTIVATED MULTIPOINT CONFERENCES**

The Multipoint Bridge is responsible for the video switching in a voice-activated multipoint. It switches automatically among the conference sites depending on who is speaking.

Some helpful hints:

### **☞ Voice Clarity**

Speak clearly – Your voice will activate the Multipoint Bridge, which will change the picture from the last person who spoke to the person currently speaking.

Locate the microphones; check to make sure there is nothing in front of them that would block sound.

### **☞ Avoid Double Talk**

Allow the other site/person to finish speaking before you speak.

“Double talking” may cause audio feedback and echo from the audio bridge.

### **☞ Reduce Background Noise**

Use the “mute” or “privacy” button on the control panel when another site is speaking; deactivate when you wish to speak.