

Video Conference Etiquette

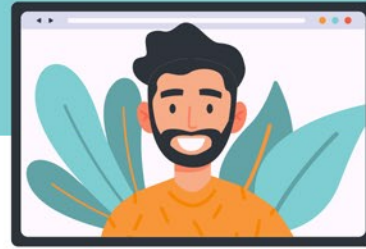
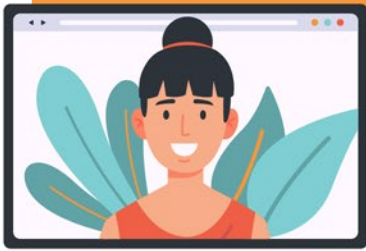
Virtual conferencing calls are new and often challenging experiences for everyone. It's ok to feel nervous, practise makes perfect!

Camera is On

This is a video conference, so cameras should remain on for the duration of the meeting. This is a formal request.

Selectively Mute

Avoid feedback by muting your microphone.



Speaking

Agree a signal when someone wants to speak e.g. hands up.

Recording

Facilitators or Attendees should get verbal permission at the beginning of the call to record a video.

Consider Your Location

Consider using the 'blur my background' feature to hide a background.

Sensitive Information

Sensitive information should not be discussed in open video conferences.

Engage in Chat

Ensure all participants feel included by encouraging feedback/questions/comments. Consider typing into chat as the event progresses.