

TIPS FOR SUCCESSFUL VIDEOCONFERENCING

SETUP BEFOREHAND



Ensure that you set up before the meeting. Position the camera at eye level, placing books or a shoebox under your laptop, if needed.



Do not position yourself with a window directly behind you. The light will make it very difficult for participants to see you.



Confirm that the device settings are correct. Select the correct camera and audio device in the videoconference (VC) application/programme settings. This will ensure that you minimise the chance of echoes and having to switch cameras after starting the video conference.



A window to one side of you will enhance your face and picture quality. If there are no windows in the room, a standing lamp on the desk works well.



Be mindful of your backdrop. A room full of laundry or a sink full of dishes will not create a good impression.

AUDIO QUALITY



Audio quality is of paramount importance in a VC.



To ensure other parties can hear you clearly, ensure your phone is on silent and there is no music playing in background.



A USB headset or USB speaker phone is recommended. If not available, simple earphones that you use with a cellphone can work.



Check your audio prior to the meeting in the VC application/programme.

SLOW INTERNET CONNECTION



A slow internet connection can play a role in bad a VC experience. If there is an issue, turn off your camera so that all bandwidth is available for audio.

MUTE YOUR MICROPHONE



When joining a meeting, join with your mic muted, then switch on and acknowledge that you can see the people in the meeting.



It is advisable to always mute your mic when not verbally participating in the conversation, but do not forget to unmute when you wish to speak.

PREPARATION



Put as much effort into preparing for the meeting as if you were going into the meeting in person.



Dress appropriately, as if you were going to the meeting in person.

PRESENTING



If you are doing a presentation, this presentation will be the focal point. Keep your presentation high level with minimal text and add visuals that support your points.

LEADING



When planning to go into a meeting with multiple people across many venues, create an agenda to distribute to everyone on the call beforehand so that they are organised.



If leading a meeting, introduce yourself and encourage others to do the same.

WHEN IS THE RIGHT TIME TO SPEAK IN A VC?



Wait for a short pause or when someone is ending their point.



Put your hand up if you'd like to interject.



Don't interrupt and cut others off, even if you disagree.

PRIVACY AND SECURITY



Familiarise yourself with your VC settings so you understand how to protect your virtual space.



Always remember to set a password or meeting ID and password. This ensures that only those intended for the meeting can access it.



Always keep patient confidentiality in mind during the VC. Do not mention any patient by name.