Video Conferencing Etiquette and Tips

Good video conferencing etiquette will help you to extend courtesies and show respect to your fellow meeting participants – just as you would in a face-to-face meeting. Follow these conferencing tips and etiquette to ensure an effective and enjoyable video conferencing experience.

Before Your Video Call
- Familiarize yourself with the conferencing equipment
- Learn to use available accessories and peripherals, including document, cameras, DVD players and VCRs
- Arrange a pre-call trial to another site
- Appoint a leader or facilitator for each site
- Distribute all relevant meeting materials before the call

Clothing and Lighting
- Close drapes or blinds, as daylight may interfere with internal lighting
- Avoid background illumination and white walls to reduce glare
- Wear light pastels and muted colors for best video appearance
- Avoid bright colors, solid blacks or reds, and busy patterns
- Add contrast with a dark jacket or sweater if you wear white
- Avoid clothes that match the backdrop color
- Avoid accessories that jingle since sensitive microphones can pick up the sounds
- Avoid red or dark lipsticks and dark eye shadows

Adjusting Your Camera
- Adjust your camera so off-site participants can see all the participants on your end
- Ensure all participants at the other site are visible
- Fill the screen with people, rather than tables, chairs and wall space
- Do not to zoom in too close
- Return to show meeting participants after you have shown slides, documents, or other materials

Adjusting Your Microphones
- Position microphones in the center of the table
- Ensure microphones are not muted or obstructed by objects
- Adjust volume on the monitor to an appropriate level
- Mute microphones when a phone rings or someone walks into the room
- To limit background noise during a multipoint call, mute microphones when you are not speaking
- Ensure microphones do not pick up unwanted sounds:
  - Do not rustle paper, tap your pen or make other distracting noises
  - Limit side conversations, including whispering
  - Mute microphones before repositioning them
  - Do not place a laptop right next to a microphone

During Your Call
- Begin on time and stay focused on the meeting objectives
- Introduce yourself and all other conference participants
- Maintain eye contact by looking into the camera

Speak and Act Naturally
- Speak clearly in your normal voice. Do not shout
- Use natural gestures when speaking, just as if you were in the same room with the other participants
- Avoid interrupting other speakers
- Always assume participants at other sites can hear you, even when the microphones are muted