Video Conferencing Tips

T2 zoom meeting
23 March 2020
What’s different online?

• There is often a delay for some participants
• Connections can be unreliable
• Background noise can make it hard to hear
• Less social cues (esp. with audio only)
Get Ready

• Test your tech
• Be aware of background
• Check your appearance
• Prepare your content ahead of time
• Practice your presentation
• Eliminate background noise
Be Courteous

- Look at camera when speaking
- Give cues you are finished speaking
- Listen for cues that it is your turn
- Write down questions or thoughts while others are speaking
- Try not to interrupt others
- Mute microphone when not speaking
Communicate

• Speak slowly
• Enunciate
• Pause
• Don’t speak while others are talking