

## Video conferencing etiquette

Advancing technology, especially paired with the current Covid-19 epidemic and lockdown, has propelled us into adopting new ways of doing things, which includes taking part in video conferencing like Zoom meetings. Sometimes our understanding of etiquette does not keep up with our rapid advancement in using technology. Here are a few things we have learnt in the last couple of weeks which could be helpful:



- Always assume that you are on camera. There might be instances where other participants will not be able to see you, but just assuming that you are on camera will prevent you from embarrassing yourself
- Limit visual disturbances for example fidgeting too much, or having a messy or very busy background
- Make sure your face is framed in the camera view and try to have the camera at eye level. That might mean raising your laptop, cell phone or device e.g. by placing it on a stack of books
- Be appropriately dressed and groomed



- Limit audio disturbances e.g. take barking dogs outside, close the door, mute cell phones or switch off radio and television
- Wearing earphones can improve audio quality by reducing feedback, but it is not always necessary. It does however have the benefit that your housemates can not hear everything that is said in your meeting



- Mute yourself during the meeting when you are not speaking
- When you do speak, sit close enough to your device - being too far away will result in your voice being too soft



- When using the 'chat to everyone' function, be aware that everyone can see it. This seems obvious, but people have made mistakes. If you want to send a chat to someone specific, be very sure not to send it to everyone. Practice common courtesy
- Zoom meetings may be recorded so anything you say or do can be watched again



- To have the best and most stable possible internet connection, close other unnecessary applications and processes on your computer as well as on other computers and devices sharing your internet. If your connection is slow or choppy, it will help to mute your microphone and even stop your video feed. Just bear in mind that in smaller meetings it is considered etiquette to enable your video if everyone else is visible



- Have your face lit from the front so others can see you clearly. Having a light source at the back, for example a window, results in your face being very dark. You want others to be able to pick up on your facial expressions and body language.
- If it is your turn to speak, look at the camera for better eye contact with the other participants
- Make an effort to look engaged and attentive