

# Working From Home #4

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## VIDEO CONFERENCING ETIQUETTE

With having to face a long stint of being physically isolated, you need to ensure that your remote working or learning set up enables you to be not only productive but works for you. This tip sheet is the second in series and covers the question around the type of connectivity you have. This tip sheet is the fourth in the series and covers video conferencing etiquette.

### 9 simple tips

With the increase in the use of video conferencing, we all have to learn how to behave while on a call to make it a success. There are some key things you can do and in this sheet we've come up with 9 simple tips to follow.

1. **Be punctual and introduce yourself** before speaking so that everyone knows who's talking and can address you by name. Make sure you know who the other speakers are so that you can also address them by name.
2. **Turn off the sounds** on your smart phone and leave it alone during the meeting.
3. **Mute your microphone** when necessary. All the tools have a mute option and this might be the most important tip of all - background noise can not only be distracting but can overpower anything the current speaker is saying. And it's annoying to others on the call.
4. **Speak clearly** and do an audio check before the virtual meeting begins. If someone can't hear you, then adjust the level on the microphone and make sure it's not covered by your clothing or anything else.
5. **Don't interrupt other speakers**, wait for an opening in the conversation, just like in real life. You could instead use the chat function in the tool to ensure your point or question is covered.
6. **Don't carry on side conversations.** If you wouldn't do it in a face-to-face meeting, then you shouldn't do it in a virtual one. That includes tuning out of the present conversation to talk to someone else sitting next to you, on the phone, in an IM chat, anywhere and anybody not in the current meeting.
7. **Ensure that you have a clean, work-appropriate background** because you want the focus to be on the meeting content, not your messy office or your amazing art collection. Try to attend the meeting from a quiet area that has minimal background noise and movement. Some tools have a virtual background feature which is an easy way to eliminate background distractions.
8. **Look into the camera when talking** instead of looking at yourself otherwise it will seem like your attention is elsewhere. Try and have your camera and monitor at eye level so you can have that eye-to-eye connection with others.
9. **If you're the host, stick around and wait until everyone else has left the meeting** before hanging up, so attendees can leave at their own pace and get any final words in before disconnecting. A host leaving everyone else in the meeting is much like bailing on your own party.