



# BEST PRACTICES FOR VIDEOCONFERENCING

## TECH READINESS

1. Use earbuds, headphones, or a headset for best quality audio.
2. Before the call starts: make sure your equipment is connected and working. You can [test your audio](#) and [video connection](#) via the Zoom website.
3. Plug your computer into a power source. Videoconferencing can use a lot of battery power.
4. If possible, use an Ethernet connection for the internet instead of Wi-Fi. An Ethernet connection usually provides the fastest internet speed.
5. Mute your microphone as soon as you join the meeting.



## LOCATION SETUP

1. Locate yourself somewhere that you can comfortably remain for the duration of the meeting.
2. There is an expectation to turn on your web camera during Zoom meetings, to promote community and active attendance/participation. No need for fancy clothing, but show respect for others.
3. Sit upright and stay within the camera frame. Position your face by dividing the frame into horizontal thirds, then aligning your eyes with the upper third without cutting off your forehead.
4. Light yourself from the front. A lamp behind your screen will allow you to be clearly seen. If you are sitting with your back to a window, close the blinds so that you do not appear as a silhouette.
5. Be aware of your behavior. People can see what you are doing at all times.



## COMMUNICATION ETIQUETTE

1. Call in a few minutes early, if at all possible, especially if you haven't had a chance to make sure your equipment working properly.
2. Zoom has a "raise a hand" function in the chat window, which will alert the host that you have something to say.
3. Be aware that other participants can usually tell if you're multitasking.
4. Don't forget that everyone in the meeting can see everything you're doing. You can stop sharing your screen if you need to eat, step away briefly, etc.

### *Sources:*

<https://www.wired.com/story/how-to-videoconference-how-to-use-a-standing-desk/>

<https://www.flexjobs.com/blog/post/best-practices-video-meetings/>

<https://uit.stanford.edu/videoconferencing/best-practices>