

## *Video Etiquette*

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Good videoconference etiquette is actually common sense behavior and thinking before acting. Extend the same courtesy and respect to the people at the far site that you would if they were in the same room with you.

- Start on Time
- Introduce all participants
- Make sure you can See and Be Seen
- Make sure you can Hear and Be Heard
- Don't Shout / Don't Whisper
- Keep paper shuffling and pencil tapping to a minimum
- Don't stay on document camera or PC too long
- Always assume the equipment is on
  - "Don't say or do anything in or around cameras and microphones that you would not say or do before God, your country or your mother."
- Announce yourself before you speak
  - "This is Polly in Austin..."  
Allows other sites to know who is talking. In multipoint conference, allows equipment time to switch to video to the talking site.
- To Mute or Not to Mute
  - In a multipoint conference, MUTE the microphones at receiving sites when not talking
  - In a point to point conference, UNMUTE the microphones to provide for easier interaction.
- Don't zoom camera into an extreme close up on participants
- Don't stay on PowerPoint slide or document camera too long.

