

Video-conferencing best practices

Identifying Effective Presentation Strategies:

Materials that are best for sharing over video conferencing include **images, slides with large and legible text, websites with limited animation, and documents** shared in advance of the meeting. Computer audio, including online music, and video material is not reliably or effectively transmitted over video conference to remote participants. If these kinds of materials are critical to the success of a presentation, remote participants should be provided with stable copies or links, for reference, of these materials in advance of the meeting. The hosts of the meeting should acquaint themselves with the interface and best practices for sharing materials through this platform. Communication guidelines, including speaking turn order or virtual *hand-raising* signals should be established in advance of each meeting.

Preparing Your Technology, for Remote Participants:

Remote participants are strongly recommended to test the functionality and feasibility of all hardware and software, as well as address environmental recommendations, prior to a scheduled meeting.

Stable Internet Connection

A *wired* internet connection is advised and will provide a participant with a more reliable experience than if using Wifi or cellular data. If wireless connectivity is necessary, choose a location with a reliable, stable wireless connection.

Quiet Space and Behaviors

Choose a quiet room with no discernable distracting sounds, such as tv, wind, or car or foot traffic, as some of these can be more audible to a microphone. Disable any device notifications such as email chimes or mobile phone ringtones. Mute all microphones when not actively speaking to avoid feedback or audio disruptions.

Headset (Recommended)

A combination headset + microphone is ideal for video or video-conferencing, as these devices ensure that sounds are appropriately, accurately, and audibly shared between participants. If a headset is unavailable, ensure that only one audio recording device is being used at any one time during the meeting. Simultaneous use of multiple devices, such as a laptop and mobile phone, and even certain webcams or desktop speakers, may cause significant microphone interference during a video conferencing meeting.

Equipment Testing

Is your internet browser up-to-date? Does your computer display video properly? Is the microphone fully functional? Have any software updates related to your video conferencing software been applied? **Please complete a connection test prior to the meeting's start date and time.**