

## VIDEOCONFERENCE GUIDELINES FOR PARTICIPANTS

1. **Posture and Position.** Since you will be on camera, it is always good to have a good on-screen presence. This includes a good upright posture when not talking. Leaning away from the table could put you out of reach of the microphones. Remember that the camera is your audience.
2. **Clothing.** Wear neutral, solid colours. Light blues or pastels are preferred. Complicated patterns and loud colours are distracting and emphasize video imperfections.
3. **Voice Levels.** Speak loudly and clearly when presenting or answering questions. Since there may be some inherent audio (and video) delay, please be patient and allow extra time for questions and answers to be heard by all. Remember that it is a microphone that is sending your voice to the far end. If a lapel microphone (wireless) is used, position it properly and test out before the session begins.
4. **Identify yourself.** Always introduce yourself when you speak. This is especially important with a large multi-point conference with many attendees.
5. **Sidebars.** If you need to have a private discussions or sidebars, it is in the best interests to mute the audio on your microphone. This will allow conversations to occur without interrupting the current presenter or speaker and will also keep private conversations unheard by all.
6. **Lighting.** Adjust the lighting. The wall behind you should be darker than your face. If it's lighter, you'll be "backlit" and your face will be in shadow. Fluorescent lights don't work well with video conferencing; you may wish to add an additional source of light such as a spotlight.
7. **Stray Noise.** Room microphones will pick up background noise. Please do not shuffle papers, tap on the table, or the microphone itself, since this is very distracting for the other conferencing appearances. As well, try to reduce background noises, open windows, fans etc. It is also a good idea to shut off beepers and cell phones!!

## VIDEOCONFERENCE GUIDELINES FOR CHAIRPERSONS:

- Welcome all participants and initiate introductions from each location.  
To create a more relaxed atmosphere, it is a good idea to encourage informal conversation between sites before the meeting is called to order (2-3 minutes).
- Remind participants about videoconferencing guidelines (see appendix).
- Call the meeting to order and review the agenda and objectives of the meeting.
- Try to ensure that the agenda is closely followed and time allocations are adhered to.
- Keep notes on issues that you want to come back to during discussion.
- Be sure to leave sufficient time at the end of the meeting to summarise the proceedings and review the Next Steps.
- You can track and manage participation from all involved: Place an X next to a person's name each time he or she is heard from and place a ? if a person asks a question. This will give you the opportunity to keep the discussion on track and get involvement by all participants.
- Thank everyone for their participation.