



# General Guidelines for Participants of Videoconferencing



**Be Attentive & Maintain  
Decent Posture**



**Focus the Camera  
on the Speaker**



**Switch on the Microphone  
only When Required**



**Do not Move/Hold the  
Microphone**



**Avoid Keeping Paper/Article On the  
Microphone**



**Test the Presentation well before  
VC Session Starts**



**Avoid Using  
Mobile Phone**



**Avoid Food & Beverages in  
Camera view**



**Share your valuable  
feedback via e-Mail**