

SCHAUBILD

Visual language for effective video conferencing

Videoconferences with many participants need rules. The following tips will help you!

TECHNICAL BASICS



Turn off your microphone! Turn it on only if you want to say something.



Use a headset! Even simple headphones help to avoid feedback loops.



Find a quiet place without annoying background noise.



Close unused tabs and applications. This can improve your video performance enormously, especially on older devices.



At the beginning of the video conference, leave your video camera turned off to conserve bandwidth. After the conference has started, turn the camera on to test if the bandwidth can handle a video transmission.

IMPROVING COMMUNICATION



Raise your hand / use a speech list. Speaking at the same time in video chat does not work. Therefore, indicate when you want to say something and make sure that the conversation runs smoothly. Use our cards, your hand, chat (“write hand”) or the “hand” feature in some video conferencing tools.



Take sheered notes. Use the built-in note-taking feature many tools offer, for example, a shared etherpad. Remember to save your notes before the conference ends. Be sure to use the **chat** to write about the topic, ask questions, and point out technical problems.



Appoint a moderator. The moderator moderates the list of speakers, ensures that the technical basics are taken care of and makes sure that quieter participants also have their say. The moderator himself should not be too involved in the discussion. To teachers: Giving students the role of the moderator helps them to take responsibility, practice teamwork and coordination. Let them take over the moderation!

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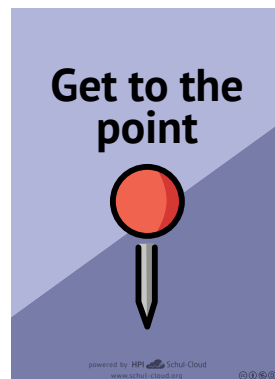
Our little helpers will support with your video conferences.
The card sets can be freely combined, redesigned and distributed.
Have fun!



SET 1

ATTITUDE

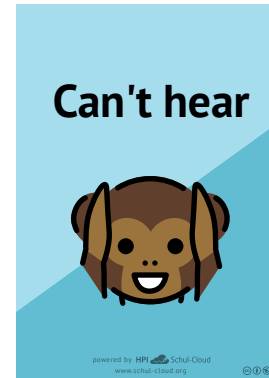
Set 1 helps to query mood images and democratic votes.



SET 3

CONDUCTING CONVERSATIONS

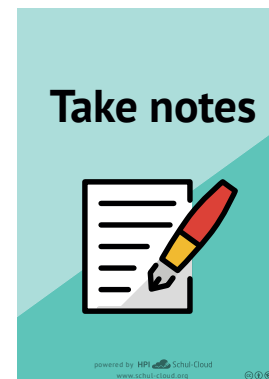
Set 3 facilitates dialogue and discussion between all participants.



SET 2

TECHNOLOGY

Set 2 gives speakers quick feedback on technical problems without creating chaos.



SET 4

PEDAGOGY

Set 4 helps teachers to set visual anchor points to carry out the digital lessons.