


VIDEO CONFERENCING ETIQUETTE



APPEARANCE

Is there enough lighting in the room?

Is the background environment clear of clutter or can you use a virtual one?



Be sure to dress professionally in clean, wrinkle-free clothing.

Avoid distracting prints and patterns that may strobe over video.



HOW TO BE ON YOUR BEST BEHAVIOR



EYE CONTACT

Where is your webcam? Face the webcam so that you are making eye contact with your colleagues.



SHOW UP ON TIME

ACTIVE LISTENING

Smiling and nodding shows your colleagues that you are listening to them!

Can you wait to eat until a lunch break?

Eating during a video call should be avoided unless the host has designated the meeting as a "lunch."

TECHNOLOGY

PUT YOUR CELL PHONE AWAY

KEEP YOUR WEBCAM ON

MUTE YOUR AUDIO WHEN YOU AREN'T TALKING

(and don't have side conversations while someone else is talking)

**PREPARE!
MAKE SURE YOUR
TECHNOLOGY WORKS
BEFORE THE MEETING BEGINS**

