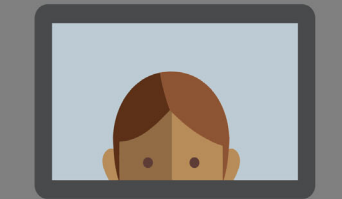
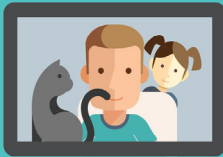


VIDEO CONFERENCING ETIQUETTE

Consider exercising these tips for your next virtual meeting or training session

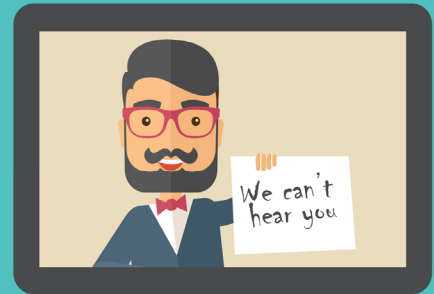
PLAN AHEAD TO AVOID DISTRACTIONS

Carefully choose where you will take part in the virtual session to avoid distractions for you and your colleagues.



THINK POSITION

Position your camera at the top rim of the monitor in the center, or slightly left or right. By doing so, you will look the most natural.



PREPARE

Complete a test run before your meeting or training session starts to make sure all the equipment is working properly. This will ensure you can start and end the conference on time and keep everyone engaged from the beginning.



BE AWARE OF LOCATION

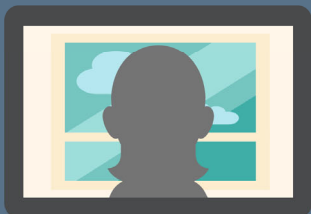
Your surroundings are also on camera. Inappropriate decor or a messy space reflects poorly on you.

ELIMINATE BACKGROUND NOISE

If your system isn't on mute, be aware that everyone can hear you moving around—including rustling through papers, typing on your keyboard, coughing or tapping on your desk.



CONSIDER LIGHTING



You want to eliminate background light from windows so that you don't appear as a silhouette; however, a bright front light can be equally garish, causing bad shadowing. Experiment and see what light source positioning works the best.



SELECTIVELY MUTE

Avoid potential feedback by muting your microphone if you will not be speaking for a long period. Also mute your camera if you need to get up during the session.