

# TOP TIPS FOR VIDEO MEETINGS

## BEFORE MEETINGS

### STAY CONNECTED

- > **Download** the GoToMeeting app (or other app)
- > **Check** your microphone, camera and speaker
- > **Close** programs and apps that may use up internet bandwidth or computer memory
- > **Note** the dial-in details as a back-up in case of connection problems



### STAY SECURE

- > **Check** your identity - make sure it's your name on the sign-in and screen display, adding your company name if appropriate
- > **Secure** your login details - don't share with others



### STAY PROFESSIONAL

- > **Log in** a couple of minutes in advance
- > **Be prepared** as you would be for a physical meeting
- > **Take** meetings from a desk or table where possible (to avoid camera shake or microphone interference)
- > **Wear** appropriate clothing
- > **Check** you are framed and well-lit on camera - natural light is best
- > **Avoid** distracting backgrounds if possible



### STAY ORGANIZED

#### Meeting organizers should...

- > **...prepare** with other team members
- > **...open** the meeting a few minutes early
- > **...compile** slides in one document (a PDF is best) to improve the flow of the meeting
- > **...send** slides to participants before the meeting so they can follow with audio only
- > **...assign** roles for the meeting - chair, minute-taker, slide controller...



## DURING MEETINGS

### MEETING TIPS

#### Participants

- > **Stay on mute** if you aren't speaking
- > **Use your camera** - it aids communication
- > **Look into the camera** when speaking
- > **Employ visual aids** where possible when speaking
- > **Avoid distractions** and multi-tasking during the meeting
- > **Keep interventions short**, with a clear conclusion
- > **Speak clearly** and pause occasionally as there may be sound delays
- > **Direct questions** to a particular person if possible

### MEETING TIPS

#### Organizers

- > **Keep to time**
- > **Recommend camera use** but ask participants to **shut off cameras if it negatively impacts audio quality**
- > **Use slides and other visual aids** to guide the meeting
- > **Use the control panel to mute participants** who are the source of noise or interference
- > **Encourage all participants to contribute** and ask them to raise their hand or comment via the Chat function when they want to speak