General guidelines for virtual meetings

[Click here](#) to watch a quick Skype for business tutorial.

Participants and Speakers:

- Keep your system on mute when you are not speaking.
- Project your voice toward the nearest microphone.
- Make eye contact with remote sites by looking at the camera/monitor.
- Be yourself. Act naturally and speak to remote participants as if they were sitting in your location.
- Be aware there is a delay when using video over network connections. Give each person plenty of time to answer your questions or to make a comment.
- Allow at least two seconds for a speaker to finish. You may even as, "are you done?" before continuing.

Multipoint Conferences:

- When participating in a multi-point conference, identifying yourself and your location before speaking.
- Direct questions to individuals by name and/or location to avoid confusion.

Sound:

- The microphones are very sensitive and will pick up most noises. During times of silence, if gain is active, the sensitivity of the microphone automatically increases until it can pick up the sound of the air conditioning.
- On some systems, this can be enough for the videoconferencing system to switch its attention to your site and your image will replace that of the speaker.
- Try to avoid side conversations, dropping things, coughing, shuffling papers, or making other extraneous sounds – the boundary microphones we use amplifies any vibrations and transmits them.
- Mute your system when you are not speaking. If you are unsure how to do this, ask the operator where the mute function is and how to use it.

General Considerations:

- Assume you are always on camera, even when you are not speaking.
- The entire room is not usually visible to the other locations, it is good form to announce who is entering or leaving the room.
- Be aware of what is being transmitted to the remote locations. Use the local window as a guide to what is being transmitted to the far end.
- Don't get so wrapped up involving the remote audience that you ignore the local one!
- Avoid wearing black or white, plaids, and strips or prints, as they may interfere with contrast levels and transmission compression.