SPG
SPEECH | OT&PT | BEHAVIOR

Video Conferencing Etiquette

Quick Glance

1. Be on time.

2. Wear work-appropriate clothing.

3. Frame the camera correctly with a clean background.

4. Make sure your camera is eye level by propping your laptop if needed.

5. Look at the camera when speaking, not the person on the screen.

6. Have the right light. (side lighting is the best)

7. **Don't keep your mic on if you're not speaking.**

8. If you're in a group call without video, introduce yourself before you talk.

9. **Don't talk over each other. Use the chat function to ask questions.**

10. Open up any relevant documents before the call and share only those during the meeting (unless you want every pop-up email and private message on display for your audience!).

11. Only share your desktop when necessary. Sharing a desktop reduces the other participants' video feeds quality.

12. Maintain your attention to the screen. Remember that others can see you!