

VIDEO CONFERENCE TIPS

TIPS FOR A GREAT VIRTUAL MEETING!

ARRIVE EARLY



Give yourself a few extra minutes to ensure your audio and video working. This gives you a chance to deal with unexpected updates or connection issues

BACKGROUND CHECK

If you're joining with video, make sure your background is distraction free and that you've framed your shot so that everyone can see you!



MIND THE MUTE



Keep yourself muted until you're ready to talk. Remember to un-mute when you've got something to say!

DRESS AS IF YOU'RE AT SCHOOL



–INTRODUCE YOURSELF BEFORE YOU SPEAK

–STAY FOCUSED ON THE CALL

–USE CHAT IF YOU CAN'T USE YOUR VOICE