

RADVISION's Top 10 Dos and Don'ts of Video Conferencing

1. Join your call a few minutes ahead of time to ensure the equipment is working as it should.
2. Make sure you keep your speakers on mute when you are not speaking to keep any outside noise or disturbance/echo to a minimum
3. Appear confident and remember to maintain eye contact with the participants
4. When conducting a multi-cultural video conference remember to speak clearly and slowly to ensure all participants can understand you. Avoid culturally insensitive gestures
5. Remember that you can be seen so watch how you conduct yourself
 - Your facial expression and body language can be read
6. Choose what you wear carefully - dress appropriately
 - Although with High definition the image and colour appears as it should wearing shocking bright or psychedelic prints/colours can be very distracting
7. Make sure that the room is lit well and that the lighting is not reflecting into the camera view
8. Don't appear bored or distracted
9. Do not carry out side conversations as it will be seen by your participants and can be distracting
10. Do not:
 - sit fidgeting
 - making tapping noises with your pen/hand
 - wear noisy jewellery
 - make distracting noises
 - send emails or use your mobile

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