

ETIQUETTE FOR VIDEO CONFERENCING

BEST PRACTICE

Get Ready

Consider what looks appealing to the eye on camera when making choices about dressing for a Video Conference.

- ✓ Dress business appropriate
- ✓ Avoid wearing all white or black clothing
- ✓ Consider blues and greens
- ✓ Muted or pastel colours tend to provide better images
- ✓ Polka dots, fine stripes and plaid can sometimes be distracting



Go!

Facial expressions and body language add important elements to your meeting. Remember, video conferencing is more like an in-person exchange than a telephone call. Here are some key things to keep in mind:

Make Eye Contact: Look into the camera to connect with participants

Smile: This displays approachability and an interest in the conversations topic

Hand gestures: Avoid “talking” with your hands and keep hand gestures to a minimum

Posture: Keep your posture erect. Avoid slouching it can communicate lack of confidence and interest

Audio: Avoid habits that may impact the audio, like tapping jewellery or shuffling paper

Be responsive: Focus on the conversation and avoid distractions. Avoid checking email and other common distractions

Call Class Networks for more information on 0800 160 1920 or visit

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