

Videoconferencing Attendee Tips

Videoconferencing allows people at different locations to see and talk with each other at the same time. It's a great technology for helping people to meet without the inconvenience of travel, but it works best if participants to follow a few simple guidelines:

- Even though there are two or more locations involved in the videoconference, it is still one meeting and it's important that the people at the other location(s) be able to see and hear you. So please pay careful attention to instructions about where you need to go to be "on-camera" and to have your voice picked up by the microphone. Depending on how many people are attending the meeting at your location, you may have to leave your seat and walk closer to the microphone & camera in order to be heard by the other locations. If you're not clear what to do – ask!
- Even though someone at another videoconference location may be talking, please behave as you would as if all meeting participants were in the same room. Avoid side conversations or disruptive noises and pay polite attention to the speaker.
- Please remember that this is not like regular television – the other location(s) can see and hear you! So don't do or say anything you wouldn't want the people at the other locations to see/hear.
- If there are more than two locations involved in a videoconference, you should state your name and location before you ask your question or make a comment (i.e., "Hi, this is Joan in Mammoth Lakes, and I'm wondering if.....")
- Once you start talking, **JUST KEEP TALKING**. You don't need to ask the other location(s) if they can hear you. Just assume they can and that everything is working fine. If they haven't heard you, they will let you know!
- Don't suffer in silence – if you can't hear or see the other locations, let the technical support person or your site host know.
- The videoconferencing microphone is very sensitive – please don't touch it or move it. Just speak normally as you would if everyone was in the same room. If the other videoconferencing locations can't hear you, move closer to the mic, don't move the mic closer to you.
- Too shy to ask a question "on-camera"? Write your question down, hand it to your site host, and ask them to read it for you.
- If you have to leave your seat and approach the microphone to ask a question, please stay there until your question is answered. That way, the person answering the question can see you on-camera while they answer your question.