

Video Conferencing Tips

T2 zoom meeting

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What's different online?

- There is often a delay for some participants
- Connections can be unreliable
- Background noise can make it hard to hear
- Less social cues (esp. with audio only)

Get Ready

- Test your tech
- Be aware of background
- Check your appearance
- Prepare your content ahead of time
- Practice your presentation
- Eliminate background noise

Be Courteous

- Look at camera when speaking
- Give cues you are finished speaking
- Listen for cues that it is your turn
- Write down questions or thoughts while others are speaking
- Try not to interrupt others
- Mute microphone when not speaking

Communicate

- Speak slowly
- Enunciate
- Pause
- Don't speak while others are talking