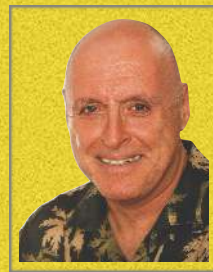


# THE EXTRA POINT

BY JERRY ROBERTS



## # 561 Video Conferencing Basics – Part 2

Video conferences are set to become a bigger part of workplace activity, as Guam gets back to work. I'm Jerry Roberts and today, let's discuss more dos and don'ts of how to approach video meetings, next on The Extra Point.

Yesterday, we focused on what the organizer should do to create successful video meetings. Among the suggestions, have an agenda, start on time, keep everybody's microphone muted by default, give everybody a chance to contribute, and don't spend a minute longer than you need to on the business part of the meeting. Afterwards, it's okay to let the meeting go on if attendees want to socialize a little.

Now, what the participants at home should be committed to doing. There's a dozen things on the list, so here goes.

1. Test your setup before the meeting starts. EVERY TIME. Can you hear through the speaker. Is your microphone working?
2. Position your camera so you can be seen, head and shoulders in the frame.
3. Face a light source and your image will look more professional. If the light is behind you, you'll show up much darker.
4. Be mindful of what your background looks like. Is it distracting in any way?
5. Dress in a manner appropriate for your workplace.
6. Set Boundaries for others who are in the home. Yes, family members are more important than anyone else to us, and we love our pets — but if it's a company meeting, tell everybody you need some quiet time and space to participate. If you can get to a room with a door — and lock it — that's best.
7. Be on time.

8. Put your phone on vibration mode.

9. Don't try to do other things during the meeting. Some people join calls without video and figure nobody will know if they're playing on Facebook or something else. Be aware that Zoom, for example, has a setting that lets hosts see if you've switched away for more than 30 seconds. You won't know that they know that you're not paying attention. Toka!

10. Speak clearly. The audio on Zoom and other video conference apps isn't always perfect.

11. Talk to the camera light on your computer. That will make sure you're looking people "in the eye."

12. Don't interrupt other speakers. This isn't always easy. There is a slight delay in video conferencing and it's often difficult to determine when someone has finished their thought. Sometimes, you end up jumping in just as they're starting up again. If you have something to add you can always click the selection to virtually raise your hand to alert the host; or you can physically raise your hand. Do your best to control interruptions. Everybody will appreciate that.

You can grab a transcript of this one as well as yesterday's first part, numbers 560 and 561, at [guamtraining.com](http://guamtraining.com). If you use these ideas and get good at video conferencing, it'll make you stand out in a positive way.

That's The Extra Point. Stay home and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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For information on training and consulting services from Jerry Roberts, please click this link: [guamtraining.com](http://guamtraining.com)

