

Videoconference Quick Checklist

Get Ready

- Arrive at least 10 minutes before the start time.
- Ensure the OTN equipment is turned on and working properly.
 - Call OTN Service Desk (1 866 454-6861)
- Adjust the lighting in the room.
- Remote reminder. Find mute button.
- Frame yourself/ the group.
- Put all devices away.
- Go off camera to adjust clothes, hair, etc.

During the Meeting

- Introduce yourself before speaking.
- Look at the screen.
- Speak clearly and do not put your fingers in front of your face.
- Use the mute button when you're not speaking.
- Be polite and respectful.
- Mind your body language.