

Videoconference Strategies and Skills Checklist - Participants

Get Ready

- Review the agenda and identify questions, points to raise, resources, etc.
- Prepare to present the sections you're responsible for (**See Moderator Checklist**)
- 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) if there are any problems.
- Adjust the lighting in the room so that you can be well seen by others.
- Reacquaint yourself with the remote if you haven't used it in awhile.
 - Make sure you can easily find the mute button.
- Frame yourself like a TV news anchor or if others are joining you, position yourselves and the camera so everyone can be seen.
- Turn off your phone.
 - If you must leave your phone on (e.g. you're on call), place your phone at least 30 cm away from the microphone.
- Go off camera to adjust clothes, hair, etc.
- Unless you need it for the meeting, put away your device (e.g. laptop, tablet).

During the Meeting

- If the group is new, introduce yourself before speaking.
- Look at the screen while speaking.
- Try to be natural and use hand gestures just like you would when meeting in person
- Speak clearly and do not put your fingers in front of your face.
- Use the mute button when you're not speaking.
- If the moderator asks a question, and you don't have anything to contribute, say "I don't have anything else to add to the conversation" rather than just be silent.
- Jot down notes of items you want to share so that when it is your turn you can get your point across clearly and concisely.
- Respect the timeframes for discussion. If you didn't get a chance to share all your ideas, send an email to the group members following the meeting.
- Be polite and respectful. Give your full attention to the meeting – do not check your phone or do other work.
- Mind your body language. In some cases it is more difficult to pick up on social cues (e.g. tone of voice) during videoconferences and in other cases body language (e.g. sighing and arms crossed) may seem more exaggerated. If you're frustrated, explain why. If you're unsure about someone else's reaction, ask for clarification rather than making assumptions.