VIDEO CONFERENCE AND MEETING BEST PRACTICES AND ETIQUETTE

Tips for Videoconference Meetings

- You should be seated at the table and speak in your natural voice into the microphone
- Avoid blocking the microphone with a laptop - we can't hear you
- Avoid typing, fidgeting or tapping next to the microphone - noise is amplified through the microphones
- Muting discourages active participation - avoid muting and sidebar conversations
- When speaking, address room and camera; be mindful of participants on both sides of camera
- Become familiar with videoconferencing technology - training is available through ian.taylor@dal.ca (Halifax) and graham.mackenney@dal.ca (New Brunswick sites)
- For technical assistance during a meeting, contact the control room using the call button on the help desk intercom located in the room.

Tips and Etiquette for All Meetings

- ➤ Plan your meeting and venue:
    - Pick the right room and equipment for your meeting format. If there is not enough seating in a videoconference room, you should book two (or more) rooms, and have the appropriate number of participants in each. The rooms should not be filled over their intended capacity.
    - Prepare and distribute agenda well in advance of the meeting
    - Identify preparation/background material and distribute with the agenda

- ➤ Have a structured agenda:
    - State the purpose of meeting
    - List the agenda items, including decisions required and timeframes for discussion
    - Follow the agenda and stay on task

- ➤ Assign meeting roles: Chair, Note Taker, Time Keeper

➤ Establish meeting etiquette:
  ▪ Arrive on time and come prepared with any materials you require
  ▪ Ensure professionalism and accept diversity of opinion (disagree without being disagreeable!)
  ▪ Side conversations are disruptive and should be avoided
  ▪ Avoid handheld and cell phone use as much as possible; be present for the meeting at hand
  ▪ Speak in turn and keep comments succinct; do not interrupt others

➤ Identify action items and next steps:
  ▪ Record action items, owners and target dates for completion (bring forward at next meeting)
  ▪ Circulate meeting notes promptly after the meeting