Communication & Business Institute

The Leading Graduate School of Communication & Business

VIDEO CONFERENCE ETIQUETTE

For more meaningful and productive online meetings and future online classes

lspr.edu

BEFORE THE VIDEO CONFERENCE:

1. **Be on-time: It is better to log in 15 minutes before the session.**
2. **Make sure that you are well groomed and wearing appropriate attire in every online meeting or online class.**
3. **Prepare and choose a good background for every session.**
4. **Check the Internet connection.**
5. **Check the mic and camera of the used gadget. It is better to use separate earphones with a built-in mic.**
6. **Choose a place in the house that is quiet and has good lighting. Do not sit "against the light" and seek a stable platform.**
7. **Prepare a ballpen and paper for note-taking.**

DURING THE VIDEO CONFERENCE:

1. Mute Mic
2. Check Nametag
3. Turn Video On / Off
4. Raise Hand And Use Chatbox
5. Talk Audibly And Wait
6. Begin And End Meeting

DURING THE VIDEO CONFERENCE:

MUTE MIC

Mute yourself by tapping the mic icon.
(The host can also set all participants muted at the beginning of the meeting and control it during the meeting.)

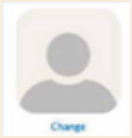


Mic Icon

DURING THE VIDEO CONFERENCE:

CHECK NAMETAG

Make sure your name appears on the meeting you tagged. This is often based on the account name of your video conferencing app. You can also edit it in settings.



Change profile picture and nametag

DURING THE VIDEO CONFERENCE:

TURN VIDEO ON / OFF

If the Internet allows, turn on the video but if the video is on and the voices and sounds are choppy, it can be helpful to turn the video off.



Video icon

DURING THE VIDEO CONFERENCE:

RAISE HAND AND USE CHATBOX

If you have something to say, use the raise hand option and wait for the host to acknowledge before unmuting yourself. You can also type in the chatbox but make sure the message is clear and free of typo because everyone can see it and not delete it.



Raise Hand Icon



Chat Icon

DURING THE VIDEO CONFERENCE:

TALK AUDIBLY AND WAIT

When speaking, do so slowly, clearly, volume up, and close to the mic. Do not rush so that the voices of the participants do not overlap.



Volume Icon

DURING THE VIDEO CONFERENCE:

BEGIN AND END MEETING

As with face to face meetings and classes, it is good to start a video conference with a brief introduction and meeting agenda. Finish this well by opening the floor for questions and reactions and providing a final message or meeting closure.

REMINDERS

- **For the host, it is not normal to hear "sounds of affirmation" because everything is muted. This is better than simultaneously hearing the voice and background noises of the participants.**

- **For participants, be mindful of your lighting and background noises. Avoid distractions and multitasking.**

FINAL NOTE

- For those who are not very techie, don't be shy to ask a fellow teacher. You can also search on Google.
- For techies, continue to share knowledge, skills, and patience with fellow teachers.
- This is the time for us to be more open, flexible, and collaborative for the education of our students.