

LIGHTS, CAMERA, ACTION

Video Conference Call Best Practices



Below are some suggestions to help you *shine* on camera during our virtual gathering together!

1: FILL THE ROOM



Sit close to the screen. Your face should fill most of it. And keep your camera on to show your presence. We want to see you shine. When you go dark on screen, it's like getting up and leaving in the middle of a meeting!

2: YOUR BEST ANGLES



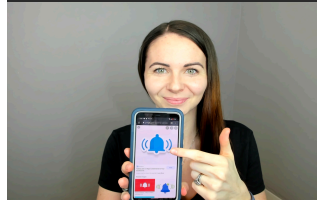
Get your screen/camera at eye level. We want to see your FACE - squarely. Put your computer on a stack of books if needed.

3: EYES OVER HERE



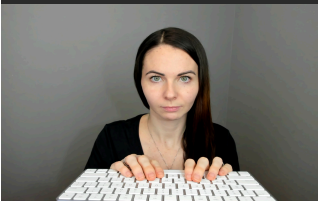
If you have two monitors only use the one with the camera looking at you. Otherwise, it looks like you are ignoring us! (HEY!)

4: FOCUS



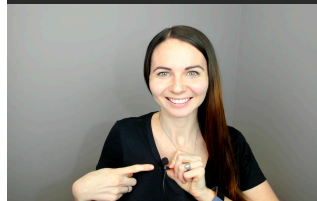
CLOSE your email, turn OFF your iMessage notifications and all other dings, dongs, and computer alerts (we can hear them - and it changes the speaker screen! Arg!).

5: BE PRESENT



DO NOT check email or open up browsers that do not pertain to the meeting (WE CAN SEE YOU and we know when you are typing, looking off or have a bored-looking RBF).

6. SOUND CHECK



Use an external microphone or headset if possible.

When you're not talking, hit mute. Don't forget to unmute (quickly!) when you talk!

When you're on mute during an audio call, you can do whatever you want. But when you're on mute on a video call, you need to act like you're truly engaged.

7. GOOD MANNERS



Don't eat during the meeting (or share, wtf!)

8. MAKE IT SNAPPY



Talk in shorthand. Get to the main point quickly. Fill in details (maybe!) later. Humans in a physical room and humans in front of their computer are two different species. One can BS and lollygag forever and the other has turbo-charged hyper-active attention deficit.

Go For This → Be Brief. Be Brilliant. Be Done, Quickly.