



THE DO'S AND DON'TS OF VIDEO MEETINGS

A QUICK START GUIDE



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This Quick Start Guide with visual examples will help you (and your fellow participants) have the best live video-meeting experience.

While simple to accomplish, these practices make a significant difference in the quality of the meeting.

01 LOCATION

DON'T

Select a plain white background or open office area.



DO

Select a quiet, private location. A personal office space, library, small classroom are good examples of prime locations.



02 WARDROBE

DON'T

Wear busy patterns, all white or pastels.



DO

Wear solid, brightly-colored clothing.



03 LIGHTING

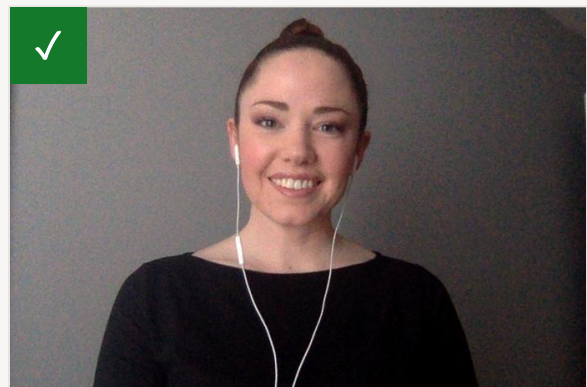
DON'T

Sit next to an open window or place lighting behind you.



DO

Sit in a well-lit room with a light source behind or adjacent to your lens/screen.



04 AUDIO

DON'T

Sit near HVAC or other ambient noise source (such as dogs, kids, open windows, and the like).



DO

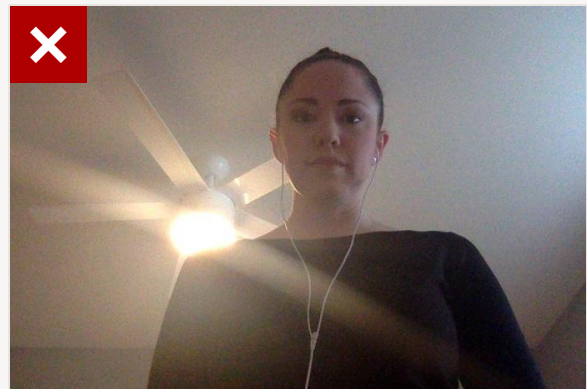
Use a USB headset or earbuds with a mic to get the best possible audio quality.



05 CAMERA PLACEMENT

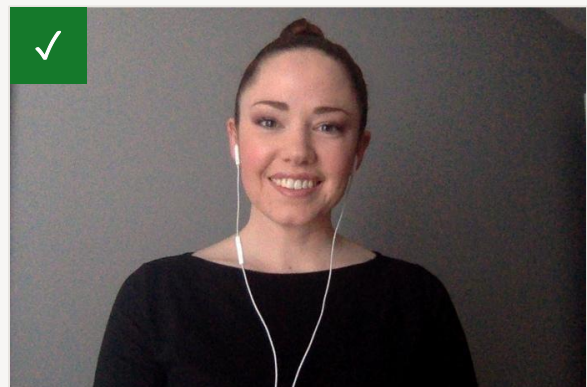
DON'T

Hunch over or look down at your camera from above.



DO

Place your laptop at eye level and look directly into the lens.

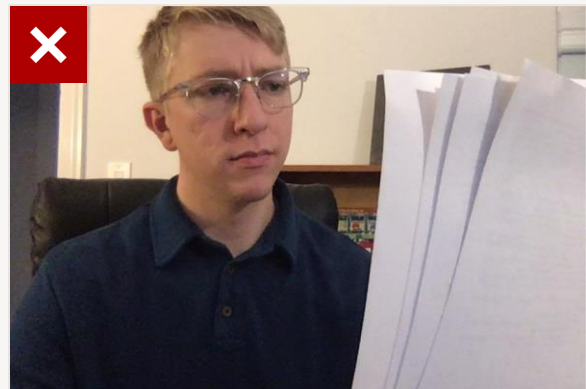


06

COME PREPARED

DON'T

Distract others by repeatedly getting up and down, carrying your laptop around, or obscuring the camera view.



DO

Bring everything you'll need for the meeting (papers, books, water, pens, etc.) with you to the beginning of the meeting.



07

TECHNICAL TIPS

In order to have the best streaming experience, remember that less is more. Consider the following?

- Close any unneeded programs and files during your meeting so that your computer can focus its processing power on the meeting.
- Sit in a location where you are the only person using your internet connection (as opposed to public area where many people are vying for bandwidth).
- Keep your computer plugged in during the meeting so that your battery doesn't run out.
- Join the audio portion of the meeting with your phone rather than using computer audio so that your internet connection bandwidth can be dedicated to video.
- Don't join solely from your phone using your data plan - there is often not enough bandwidth and reception for a quality meeting experience.

If you still experience video lag or difficulties after following these tips, trying having only the person speaking or presenting use their video.