



Video conferencing dos and don'ts



Dos

- Mute microphones when not speaking to reduce feedback. The video conferencing automatically switches to locations where sound is detected
- Be polite and courteous to other participants
- Speak clearly
- Keep body movements to the minimal
- Maintain eye contact by looking into the camera
- Dress appropriately
- Turn off your mobile phone



Don'ts

- Do not shout or speak too loudly
 - Do not interrupt other speakers
 - Do not carry on side conversations
 - Do not wear noisy and chunky jewellery
 - Do not make distracting sounds
 - Do not have any background noise such as music, paper shuffling, finger tapping etc.
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