

Tips on running a successful video conference meeting



- Skype for Business 2016 is now ACU's preferred meeting tool.
- Skype for Business helps you to meet and collaborate from any device, anytime and from device.
- Polycom Realpresence and Cisco Meeting Place will be phased out eventually. During this transition period both Polycom and Cisco are still available to use.

1. CHECK THE TECHNOLOGY

Check that you know how to use all equipment prior to your meeting:

- Read Skype for Business user guides and Video Conferencing Quick Guide in the IT Service Portal
- The Video Conferencing Video Quick Guide is also available in all meeting rooms

Before your meeting:

- Check you know how to use the mute button
- Adjust the camera to include everyone in the picture
- Switch to content sharing on/off
- Have one person in control of the remote

2. CHECK THE ROOM AND DESK LOCATION

- If using Skype for Business - be careful not to show your work colleagues computer screens
- In a video conference meeting room - draw the blinds or curtains, otherwise the image may "white out" and ensure the speaker is not backlit as this results in a silhouette being broadcasted

- Avoid a 'busy' background on your presentation so material is easy to read and transmitted
- Check the image being broadcast is well-framed. For example, frame the face and upper body for a single person.

3. STARTING THE CONFERENCE AND MEETING

Welcome everyone to the meeting:

- Check everyone can see, read and hear everything clearly
- Ensure you are in shot of the camera and sit together where possible
- State your name and identify which campus you are from to ensure everyone knows who is speaking. This is helpful for multi-campus meetings and where there are large numbers of attendees

4. DURING THE MEETING

- Mute the microphone when you are not speaking. Not muting can cause feedback and echo problems.
- Look directly into the camera
- Speak clearly and not too fast or too slow

5. ENDING THE MEETING

- End Skype for Business call on your desktop or device
- Hang up your call using the remote or touch panel
- Leave the room tidy and ready for use by the next group

For IT Assistance please submit a request in the IT Service Portal or call the Service Desk on 7272.