

Protocols for participating in a videoconference

When participating in a videoconference, please observe the following protocols

- Identify yourself before speaking when other participants (at the near or far end(s)) may not already know you.
- Refrain from engaging in side conversations – it will most likely be picked up by the microphone and distract those at the far end(s). It may also bring the main camera onto you if it is set on automatic.
- Allow each person to speak in turn. Let them finish what they are saying. Try not to talk over another person. This can confuse the camera, which is sound activated.
- Remember that there is a slight delay in response at the far end, so be sure that they have finished speaking before replying.
- Establish with your facilitator how to signal when you wish to speak.
- If the far end is to speak for some length of time without calling for responses, or wishing you to respond, have the mute button on to avoid any background noises interfering with the presentation.
- Establish with your facilitator who is to control the keypad, pre-sets and mute button.
- Do actively participate in the conference, and not just be a passive observer.