

# Tips For Video Conferencing

If you're new to working from home, you likely are also new to business videoconferencing. We're all entertained by #VideoFails - and we don't want to become one! Here are 15 do's and don'ts for video conferences.



## Video Conferencing Set-Up

- 1 Lighting: Your light source should be behind you or next to you, not below or behind you - or you'll appear as a washed-out ghost!
- 2 Camera Height: If your camera angle is from below, your colleagues will have a good view up your nose or of your neck and chin. Hold an iPhone slightly above your face, or for a stack your monitor or laptop on a few books to bring the camera up to eye level.
- 3 Mute: When you're not speaking, but the video on mute so background noises and your sighs or coughs aren't amplified for everyone.
- 4 Dress Appropriately: Your video camera will show more than your face. Make sure whatever you're wearing from the neck down is camera-ready and projects the impression you want to make.
  - 5 Tip: Many videoconferencing pros dress for work from the waist up - but if you need to jump up to grab a misbehaving child or pet, make sure you're wearing pants!
- 6 Use Headphones: Unless you have a professional studio at home, use headphones on video conferences to prevent echoes and feedback.

## Video Body Language

- 7 Posture Matters: Sitting up straight gives the impression that you are alert, motivated and paying attention.
- 8 Sincere Smiles: A fake not phony smile indicates you're pleased to be on the video call. You don't have to grin ear-to-ear, but you also don't need to scowl.

9 Sit On Your Hands: Maybe not literally (but maybe!) so you're not playing with your hair, picking your eyebrows - or something worse!

10 Look At The Camera: Make eye contact with the video camera, instead of watching yourself onscreen!

## Video Conference Etiquette

11 Be On Time: Don't make the other participants wait for you to arrive.

12 Test Your Tech: Before the videoconference begins, test your software and hardware to make sure everything is working as needed.

13 Stop Multi-Tasking: Pay attention the call. You may think no one will notice if you check your email, send a quick text or look at the news headlines - they will!

14 Tip: If you are expecting an important email or text during the video call, let the other participants know in advance.

15 Introduce Yourself: If you're on a large group call, introduce yourself before you speak.

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