

# How to hold a productive, professional video conference!

## MASTER THE TECHNOLOGY



DON'T SIT WITH YOUR BACK TO A WINDOW. INSTEAD, SET YOURSELF UP WITH A NEUTRAL, UNCLUTTERED BACKGROUND.



LOG IN FROM YOUR COMPUTER (DESKTOP OR LAPTOP), RATHER THAN FROM A SMARTPHONE.



WEAR APPROPRIATE ATTIRE, NOT TOO CASUAL.



CONNECT VIA AN ETHERNET CABLE, IF POSSIBLE.



KEEP AS FAR AWAY FROM HOUSEHOLD NOISES AS POSSIBLE.



USE A HEADSET OR EARBUDS WITH A BUILT-IN MICROPHONE.



*"Objective: See and be seen, hear and be heard! A simple set-up for an effective, smooth-running video conference!"*

## FOCUS YOUR CONCENTRATION



DON'T WAIT UNTIL THE LAST MINUTE TO CONNECT TO THE MEETING.



CLOSE ALL PROGRAMS THAT COULD DISTRACT YOU (FACEBOOK, EMAIL, MESSENGER, ETC.).



PUT YOUR PHONE ON SILENT FOR THE DURATION OF THE MEETING.



TAKE NOTES BY HAND, BECAUSE THE SOUND OF YOUR KEYBOARD COULD BE DISRUPTIVE AND TAKEN AS A SIGN THAT YOU ARE NOT PAYING ATTENTION.



START BY GOING AROUND THE "TABLE," SO EVERYONE CAN INTRODUCE THEMSELVES (EXCEPT FOR WEBINARS).



ANNOUNCE THE MEETING AGENDA AND DESIGNATE SOMEONE TO TAKE MINUTES, IF APPROPRIATE.

*"Objective: Stay focused throughout the meeting. Be professional, but also optimize the allotted time."*



## ADOPT THE RIGHT ATTITUDE



TURN ON YOUR WEBCAM WHEN SPEAKING (PRESENTATION, DISCUSSION & CONCLUSION).



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING.



RAISE YOUR HAND TO INDICATE YOU WANT THE FLOOR.



WHEN SPEAKING, TRY TO LOOK INTO THE CAMERA, INSTEAD OF AT YOUR SCREEN.



MANAGE AND RESPECT EVERYONE'S SPEAKING TIME.



DO NOT INTERRUPT THE PERSON WHO HAS THE FLOOR.

*"Objective: Central your communication, but also — and above, all — other people's. It's so obvious!"*



**There is a whole art to running a video conference and keeping it interesting and productive!**

At ODYSSEE Environnement, environmental awareness is in our DNA. When it comes to video conferencing, though, our digital, visual and audio environment is equally important.

Make all of your video conferences a success!

Below, you will find

**a reminder strip to attach to the bottom of your screen!**

*How to have a great video conference*

## KEEP THE FUNDAMENTALS UP YOUR SLEEVE!

*(Well, attach them to the bottom of your screen!).*

### A QUICK REMINDER THAT WILL FOLLOW YOU TO ALL OF YOUR VIDEO CONFERENCES!



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TURN ON YOUR WEBCAM WHEN SPEAKING.



MUTE YOUR MICROPHONE WHEN NOT SPEAKING.



RAISE YOUR HAND TO INDICATE YOU WANT THE FLOOR.

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**ODYSSEE**  
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