



Tip Sheet: Videoconference Etiquette

Before the Presentation

- Participants should arrive at least 10 minutes early:
 - Determine seating arrangements at your site before the session begins.
 - Organize your personal items before the session begins (eg. water, notepad, pen or other materials). Try to keep the area in front of you tidy; messy tabletops are visually distracting.
 - Participants should turn off all cell phones and mute the sound on any laptops.
- For meetings, greet the other sites and introduce yourself to participants.
- For larger groups, one person at each site can introduce the participants to the host.
- For a program, a library staff member can greet the host and introduce the library.
- The RISE plaque identifying the name of the site should be displayed so the host can address sites by name.

During the Presentation

- The mute button should always remain on until someone in your group has held up their hand to speak and it is their turn. This will eliminate unnecessary background noise coming from your site.
 - The microphone is extremely sensitive. If someone at your site is speaking and the mute is turned off, remember that shuffling paper, clicking your pen, coughing and side conversations at your site can be heard clearly at the other sites and can be very disruptive.
- Raise your hand to indicate you would like to speak.
 - When speaking, act naturally! Do not rush your words and speak clearly.
 - Do not shout; act as though remote participants are sitting with you at your location.
 - Identify yourself the first time you speak. For example: "Hello. I'm Bill Smith from the Okotoks Public Library. My question is...."
- Remember that there is a slight delay in sound from different sites; give people several seconds to respond.
- Nod or shake your head instead of speaking when possible to keep the conversation moving forward.
- Make eye contact with other sites by looking directly at the camera as opposed to the screen.
- Remember to be aware of the people around you as well as the remote participants!

Signing Off

If you experience technical difficulties, alert library staff immediately.



- If you need to leave a session early, please inform the host at the beginning of the session.
 - If you must leave a session unexpectedly, please raise your hand to speak and let participants know you will be signing off.

If you experience technical difficulties, alert library staff immediately.