Video Conferencing ETIQUETTE

Cell Phones & Tablets
Using a laptop or desktop computer is ideal for video conferencing, but if you must use your cell phone or tablet:

- Turn off ringer and notifications
- Do not text, use social media, or email
- Ask for permission to record session

Appearance
You will be the main focal point, so it is important to be mindful of how you will appear on screen. Some things to keep in mind:

- Check your face for food crumbs, food in your teeth, sleep in your eyes, etc.
- Dress as if you are going to an in-person meeting or class
- Avoid wearing sleepwear such as pajamas, etc.

Environment
When video conferencing, you want to eliminate distractions by selecting a space that:

- Has a nice, clean, plain visual background
- Is quiet and free of sound distractions (e.g. music, traffic, lot of voices, etc.)
- Will not become crowded such as busy coffee shops, restaurants, community living spaces, etc.

Quick tips for video conferencing

- Log-in early to make sure you are on time!

BE MINDFUL THAT YOU ARE BUILDING YOUR BRAND