

Participant Videoconference (VC) Etiquette Tips for Effective Videoconferencing



1. Arrive 15 minutes early to allow yourself time to get acquainted with the room, where the restrooms are located, etc.
2. No food or drinks are allowed in the VC room or classroom.
3. All cell phones must be turned to the off position or vibrate. You will want to get the most from the VC experience without any disruptions.
4. If you know you will have to get up while the VC is in session, sit near the end of a row so that you can leave quickly and quietly.
5. Speak clearly when it is your turn to ask a question or make a point. You won't have to raise your voice, because the equipment is sensitive to sound.
6. Allow for time delays. When responding to a point, allow the speaker to finish speaking before you speak. It is usually best to wait about three seconds before you answer.
7. Be natural. There's no reason to be nervous. The instructor and other participants will benefit from your participation.
8. When you are given a break and asked to return at a certain time, return promptly and on time so that all campus sites can reconvene on schedule.
9. Anytime you have to leave for whatever reason, leave as quickly and quietly as possible.
10. While you are talking, ignore unexpected video images that may appear. They will soon disappear.
11. Try to avoid an unnecessary tapping on the desk or table, shuffling of papers, clicking of pens, and participation in side conversations.

Enjoy the Videoconference!