



University  
of Idaho

# Best Practices: Video Conference Meetings

---

## Prior to the start of the meeting/event:

Make connections early and test equipment. If the presenter(s) need equipment for a presentation, make sure everything is in good working order beforehand so you don't waste time trying to get it to work.

**Audio** - if you have many participants together in a video conference, there could potentially be a lot of background noise coming through their microphones, which can be very distracting for everyone. Even the inevitable whispered side-bar conversations and use of keyboards are audible through the microphone, therefore using the mute feature when not speaking is *critical*. The host of a Zoom meeting can start the meeting with all sites on mute.

**Video** – if you have video capability it is best to use it. It's helpful to see faces rather than names. When many sites are participating, it is recommended to set the meeting in *Speaker View*.

**Meeting materials** – be prepared with presentation materials; send materials to all participants the day prior (if possible) to the meeting.

## Starting the meeting/event:

**Greet and introduce all participants** - just like any meeting, there will be a few participants who arrive on time and a few who arrive 1-2 minutes late. It's advisable to wait until everyone has joined so you can greet each participant as they join the meeting. This also gives you the chance to introduce participants to each other who have not previously met. Ask your participants to identify themselves before speaking and asking a question. This is especially important when the meeting includes participants who have not previously met.

## Additional tips -

- If you have a meeting with audience participation, be sure to provide a hand-held microphone so the distant sites can hear the questions. Ask the audience to hold their questions until the microphone has reached them.
- If you are logged into any instant messaging services on your computer, it is advisable to log out completely or set your status to "do not disturb". Your participants could potentially see any instant messages you receive during the meeting, which could contain private data.
- Be courteous to other participants
- Speak clearly
- Keep body movements minimal
- Maintain eye contact by looking into the camera
- Dress appropriately
- Don't interrupt other speakers
- Don't carry on side conversations
- Don't wear 'noisy' jewelry
- Don't cover the microphone – use the mute feature
- Know your audience
- Put your phone away
- Avoid distracting behaviors that are within your control
- Don't eat during the meeting

<https://www.uidaho.edu/faculty-staff/staff-council>