Audio, web, video conferencing etiquette

Helpful Tips for Productive Conferences

Join Your Conference Early Join your conference early in case you encounter an unexpected interruption, or experience a software or network delay. This is especially important if you are downloading new conferencing software.

Hosts or Presenters: Entering the meeting room 15 minutes early will give you time to open your presentations materials, minimize them in the system tray, and have them ready for display in the whiteboard.

If You are the Host, Have an Agenda The meeting will be more productive and efficient if the host has an agenda.

Greet Your Colleagues and Introduce Yourself Once you join the conference, say hello to your colleagues and introduce yourself. A microphone icon appears next to your name as you speak, so conference participants can associate your name with your voice.

Mute your Audio Once you join the conference and after you greet your colleagues, be sure to mute your audio. Muting your audio avoids extraneous sounds distracting participants during the conference. Be sure to remember to un-mute when you're ready to speak.

Hosts: You can mute an individual participant by right-clicking their icon, then select Mute from the drop-down menu. You can mute all participants by selecting the Participants drop-down at the bottom of the Participants window, and selecting Mute All.

You can disable the use of drawing tools to avoid unintentional markings appearing on the whiteboard. Sometimes, when participants move their mouse across the screen, they may inadvertently place a mark on the whiteboard. Select Events, then Event Settings, uncheck "Allow multiple participants to draw simultaneously on the whiteboard."

The First Person to Join the Conference has Presenting Rights The first person to join the conference has presenting rights. Presenting rights can easily be passed to other participants that joined the conference with the recommended participant application. To pass presenting rights, right click on the name of the person desired to present. The host can take presenting rights at any time.

Use the Emoticons to Signal Your Intent Select an emoticon for signaling your intent or point of view. For example, you can select the Raise Your Hand icon to indicate that you have a question, so as to not interrupt the flow of the discussion. The Thumbs Up emoticon signals that you agree with a comment.

Rename a Participant if Their Name Does Not Appear If a participant joins by phone only or with the web application, their name may not appear next to the icon, which also indicates their mode of connection. Right click on the icon, select Rename, and enter the first and last name.

The "Step Out" Button The third button from the left, Step Out, in the upper tool bar, indicates that you've temporarily stepped away from the conference. By clicking on this button, your icon will appear grayed out when you step away. When you return to the conference, click on the button to return your icon image.

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