

## **Interim Body Attendees**

### **Web Conferencing Best Practices**

- If your phone has a mute button, place yourself on mute when not speaking.
- Stay attentive and focused during the meeting
  - *Do not check email*
  - *Do not browse the internet*
  - *Do not multi-task*
  - *If you are participating from work, please set up a system where you are not interrupted by fellow workers unless there is an emergency (ie. "Do not Disturb" sign)*
- Do not put your telephone on "Hold". Many phone systems play hold music, which will disturb everyone in the meeting.
- Be sure to turn off the television, radio and remove any other background noise that may cause a disturbance.
- Try to enter the meeting at least 5 minutes prior to the start time.
- Announce when you join/leave a meeting.
  - *If you must step away for a moment, notify the group verbally or by chat.*
- Announce your name before you speak, so people know who is talking.
- If you feel you cannot break into the conversation, use the "raise your hand" button, or type a message in the space that you would like to say something.
- If you are on a conference where interpretation is taking place, speak slowly and allow the Interpreter to finish translating your thought before saying more.
- Do not breathe too close to the handset/microphone, as people can hear heavy breathing.
- Make sure your camera is setup accordingly.
  - *Place your camera in a position so that you are looking at it during the course of the meeting.*
  - *You should have enough light in front of you so people can see you clearly.*
  - *Avoid bright lights/windows behind you. People will only be able to see a silhouette and not you.*