How to hold a productive, professional video conference!

MASTER THE TECHNOLOGY



DON'T SIT WITH YOUR BACK TO A WINDOW. INSTEAD, SET YOURSELF UP WITH A NEUTRAL, UNCLUTTERED BACKGROUND.



LOG IN FROM YOUR COMPUTER (DESKTOP OR LAPTOP), RATHER THAN FROM A SMARTPHONE.





CONNECT VIA AN ETHERNET CABLE. IF POSSIBLE.



KEEP AS FAR AWAY FROM HOUSEHOLD NOISES AS POSSIBLE



USE A HEADSET OR EARBUDS WITH A BUILT-IN MICROPHONE.



Objective: See and be seen, hear and be heard A simple set-up for an effective smooth-running videa conference!"

ADOPT THE RIGHT ATTITUDE



TURN ON YOUR WEBCAM WHEN SPEAKING (PRESENTATION. DISCUSSION & CONCLUSION).



RAISE YOUR HAND TO INDICATE YOU WANT THE FLOOR.



MANAGE AND RESPECT EVERYONE'S SPEAKING TIME



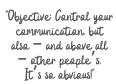
DO NOT INTERRUPT THE PERSON WHO HAS THE FLOOR.



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING.



WHEN SPEAKING. TRY TO LOOK INTO THE CAMERA, INSTEAD OF AT YOUR SCREEN.





FOCUS YOUR CONCENTRATION



DON'T WAIT UNTIL THE LAST MINUTE TO CONNECT TO THE MEETING.



PUT YOUR PHONE ON SILENT FOR THE DURATION OF THE MEETING.

(EXCEPT FOR WEBINARS).

START BY GOING AROUND THE "TABLE," SO

EVERYONE CAN INTRODUCE THEMSELVES



CLOSE ALL PROGRAMS THAT COULD DISTRACT YOU (FACEBOOK, EMAIL. MESSENGER, ETC.).



TAKE NOTES BY HAND, BECAUSE THE SOUND OF YOUR KEYBOARD COULD BE DISRUPTIVE AND TAKEN AS A SIGN THAT YOU ARE NOT PAYING ATTENTION.



ANNOUNCE THE MEETING AGENDA AND DESIGNATE SOMEONE TO TAKE MINUTES. IF APPROPRIATE.

"Objective: Stay focused throughout the meeting. Be professional but also optimize the allotted time"



There is a whole art to running a video conference and keeping it interesting and productive!

At ODYSSEE Environnement, environmental awareness is in our DNA. When it comes to video conferencing, though, our digital, visual and audio environment is equally important.

Make all of your video conferences a success! Below, you will find

a reminder strip to attach to the bottom of your screen!



How to have a great video conference

KEEP THE FUNDAMENTALS UP YOUR SLEEVE!

(Well, attach them to the bottom of your screen!).

A QUICK REMINDER THAT WILL FOLLOW YOU TO ALL OF YOUR VIDEO CONFERENCES!





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