

The SFU logo consists of the letters 'SFU' in a white, bold, sans-serif font, set against a solid red rectangular background.

SIMON FRASER UNIVERSITY
ENGAGING THE WORLD



Videoconferencing Etiquette

October 2015

- **Arrive early :**
 - login to the online meeting 10 to 15 minutes early
 - It is also a good idea to mute the microphone while people are arriving (be sure to advise remote attendees of this first).
- **Gadgets if any, that you would need :**
 - Ensure that you have the presentation or video file that you want to share.

Before the meeting

- **Noise and muting:**

- Open microphones can really detract from a discussion.
- Always mute yourself when not talking.
- Don't forget to put your phone to silent or vibrate
- Unmute your microphone when you have something to add to the discussion.

- **Remain Attentive:**
 - Avoid multitasking while on video.
 - Maintain eye contact and give attendees your undivided attention.
- **Camera position:**
 - Make sure the camera is zoomed in and focused on your face.
 - When speaking, look into the camera so participants feel you are making eye contact.