

1

DECIDE TO EMBRACE IT

This is our new reality. DON'T SHY AWAY from it or deny the necessity. Embracing it leads to successful interactions and more professional meetings and results. You may not be able to change it but you can control it... and even enjoy it!

2

DESIGNATE THE AREA

Choose a room that is quiet, where you will be undisturbed, have no background noise, nor visible household traffic. Unclutter the area so the view of your background is not distracting to others. Virtual backgrounds can be unprofessional and should not be used as an alternative to tidying-up your visible space.

3

TEST YOUR TECH

Work out the bugs long before your meeting begins! During the conference, fiddling with your tech is disruptive and wastes time. Test connections and get comfortable with the program's key functions in advance. Practice to ensure that your audio and video work well - know how to control it!

4

EARLY IS ON TIME

The need to be punctual still applies! Get settled; ready to connect a few minutes prior to the meeting time. Keep in mind that it may take a while for the host to let participants in. Being early contributes to everything staying on schedule.

5

CHECK YOURSELF

Make professional dress and grooming choices! Your reputation isn't any less important because you're working from home - dress appropriately for your audience. There's still a "Dress for Success" code! Being presentable, wearing bright colors and applying makeup can really go a long way on screen.



10 TIPS FOR PROFESSIONAL

VIDEO CONFERENCING ETIQUETTE

@thryvconsulting



6

MUTE YOURSELF

Always join the meeting with your audio muted in case the host hasn't done so. This will ensure that you (and everyone else) are not embarrassed by something being shared unintentionally. Get in the habit of keeping your audio off when you're not speaking.

7

IT'S ALL ABOUT THE ANGLE

Elevate your device so the camera is focused straight on or slightly above you. Place yourself in the center of the frame so your entire face and shoulders are in view. The camera should NEVER be pointed at the ceiling, on an inappropriate body part, or looking up your nose. Let's face it... no one wants to have a conversation with just your nostrils!

8

GET THE LIGHT RIGHT

View yourself on screen - see what others see. The key is to have your face well-lit; not washed out, overly bright or haloed! Diffused or natural light coming from in front of you is ideal. Turning on every light in the room isn't necessarily the best choice - light that comes from above, behind or the side can put you in shadows.

9

MAKE EYE CONTACT

Making eye contact shows personal interest so be mindful to focus on the speaker. Don't stare off into space or at the video tiles of others. When you are speaking, remember to look squarely into your device's camera. Resist the urge to continually look at yourself!

10

DON'T BE DISTRACTING

Be respectful! Do not detract from the speaker. Mobile devices should be silenced and out of view. Resist the urge to be fidgeting in your chair, constantly moving around, eating or chewing. And, oh! ...pets don't need to make a cameo!