

Richweb's Tips for Teleconferencing Do's and Don'ts

During these days of businesses staff working remote Richweb has gathered some tips to keep your team meetings productive, respectful and quick.

With the advanced technology today, everyone in the world can set up a conference. With teleconference, it is a great way to involve parties who cannot join a meeting in person.

Business meetings will become more flexible and productive when you include some advanced tools such as call in and video conferencing apps. However, there are teleconference etiquette rules that everyone must follow to have respect for each other and a smooth meeting with all participants. There must be a positive outcome of the meeting as well as a good impression among the parties involved because the lack of teleconference etiquette cannot offer an effective and desired results.

Guidelines for both video and audio conferencing:

- Everyone can see and hear you, all the time.
 - First remember to MUTE yourself.
 - Second, if this is a video conference keep in mind even if you are not speaking others in the conference can still see you.
- Be punctual and courteous.
 - Introduce yourself and take note of other attendees' names so you can address them by name.
 - Turn off ringers for your other phones.
 - Treat this just like you would an on-site meeting.
- Prepare all the necessary documents beforehand.
 - You should be prepared well ahead with all the significant documents or files necessary for the teleconference or meeting.
 - If you haven't received any materials at least a day before the meeting, you can ask to request your colleague in advance.
- No multi-tasking.
 - Look at your screen if on video
 - Pay attention to others and when speaking make sure to look at your camera.
- Be attentive during the conference.
 - Take notes
 - Listen to everyone else in case you are asked to help or a question. This cuts down on repetition and keeps the meeting moving along.

- Be dressed appropriately; remember if this is a VIDEO conference. When you enable your video everyone can see YOU and what you are wearing or NOT wearing.
- Do teleconference calls from your desk or other appropriate location. Lying on the couch (or anywhere) with your pc on your chest or stomach doesn't present a flattering view.
- In a video meeting remember not only can everyone see you, but they see what's around and behind you too. Yes, your pool and patio (stainless kitchen, bathroom, etc.) are lovely but not appropriate for a business call. If you have a cluttered workspace, make sure it's not showing up on camera.
- Test your audio and/or video before a scheduled call.
- No high traffic areas. Sometimes it's hard to avoid but do not position yourself where your children, spouse, pets, etc. will be parading through the view of the camera regularly.
- Close unused applications, video can be CPU/memory intensive.
- Say your name before speaking- Your fellow participants may not recognize your voice or face, especially when it's your first time or you seldom have teleconferences and you are not close.
- Never put the call on hold- When a call is placed on hold, there might be the unwanted sound that will disturb the teleconference. This will greatly distract the other parties in the meeting.
- Stick to the agenda- Ensure that you all stick to the agenda of the meeting and that they are all covered. Always stay on topic. By this, you'll have a successful meeting.
- DO NOT teleconference while driving! To be clear, don't do it!

Conclusion

For a successful meeting, etiquette must be observed. So, keep in mind that you must be polite, confident, active and punctual.

Richweb team members are here to help you set up a secure teleconference interface just give us a call 804-368-0421 option 2 or email: helpdesk@richweb.com