

Videoconferencing Reference Sheet

Do...

- **Let telemed staff know:**
 - as many details as possible about your videoconference.
 - in advance if your videoconference is particularly important.
 - in advance if your meeting might run over its allotted time.
 - in advance if you want to record your videoconference.
 - if your videoconference is canceled.
 - immediately if you encounter problems during your videoconference.
- Reserve and test in advance peripheral devices such as document camera, laptop, DVD player, or projector.
- Use camera preset numbers on the remote control to aim the camera. If there are no presets, use arrow and zoom keys.
- Avoid loud outbursts such as laughing or clapping during your videoconference.
- Mute the microphone whenever participants at your site are not speaking.
- Keep background noise to a minimum.
- Speak clearly, one at a time, in a normal voice.
- Ensure that meeting materials are readily available to participants at all sites.
- If you are recording the meeting, announce to all participants that it is being recorded.
- Restate comments by people who are sitting far from the microphone so that far-end participants can hear what was said.
- Wait a few seconds after unmuting before you begin speaking.
- Make sure you are on camera if you are going to say more than a few sentences.
- Obtain permission from far-end video sites before you send outside participants there to take part in a videoconference.

Don't...

- Assume that you are muted without checking to be sure.
- Assume that you are not on camera without checking to be sure.
- Drag microphones across the table when they are on.
- Use conference rooms without scheduling them first with the telemed staff.
- Turn off any equipment.
- Move or unplug any equipment.
- Turn the "hang up" button on the remote control unless asked to do so by the telemed staff.

Meeting Etiquette

- Please clean up after yourself and your conference participants in meeting rooms.
- If the volume in your videoconference is too loud, it is too loud for those in offices nearby.
- Remind meeting participants not to disrupt those in offices nearby with cell phones or loud conversations in the hallways.
- Ensure that thermostats are set to moderate when you leave a meeting room.
- Arrange in advance for someone to escort outside participants to your meeting room, and let the receptionist know whom to call.
- If you anticipate large groups or special needs (e.g., coffee, photocopying, sign-in sheets), plan ahead with the appropriate department.
- When outside participants attend your meeting, make them aware of these procedures.
- When outside participants attend your meeting, explain where the restrooms, cell phone lobbies, and smoking area are.

rbha.net Tips

- Schedule your videoconferences on www.rbha.net.
- When scheduling a videoconference, include names of key participants and a description of the meeting.
- Check www.rbha.net to make sure your videoconference information is accurate.
- Check www.rbha.net for invited sites' replies to your videoconference invitation.
- Let the telemed staff know if you hear of last-minute site changes or other changes to the videoconference.
- Refer to www.rbha.net for detailed videoconference instructions.