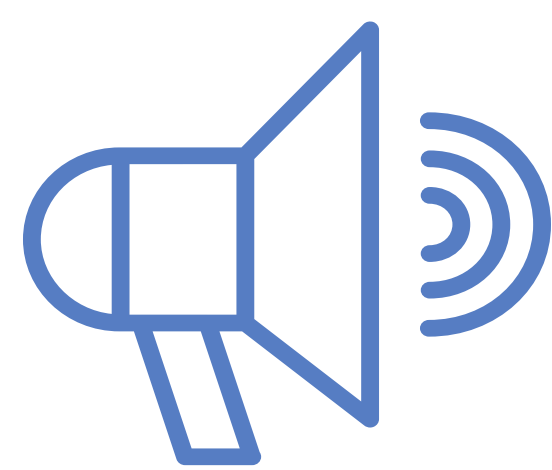




Conferencing at Charles Sturt University

Hints and Tips

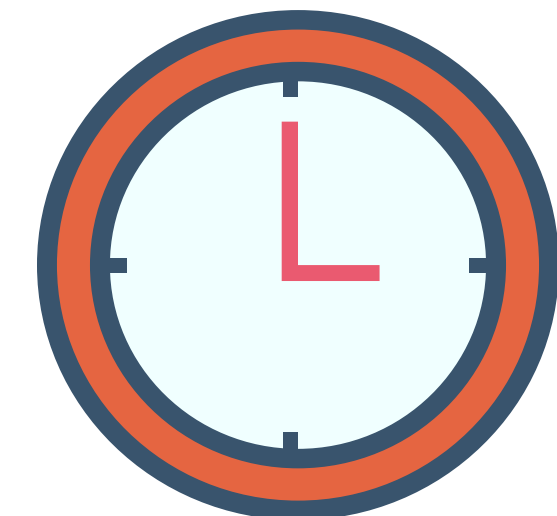
Do's...



Speak up! Make sure your microphone is well positioned and speak clearly



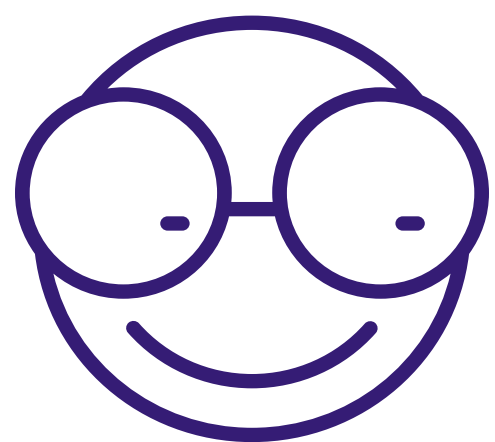
Make sure you are visible on the screen to other conference participants



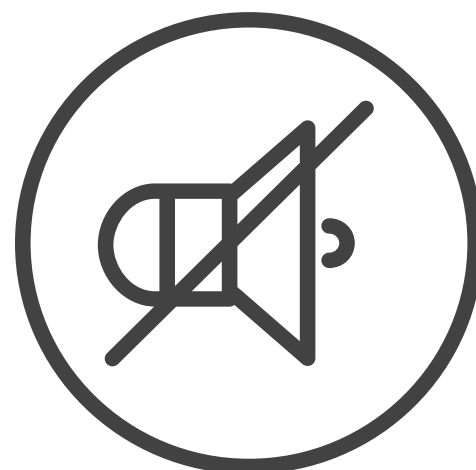
Be on time!



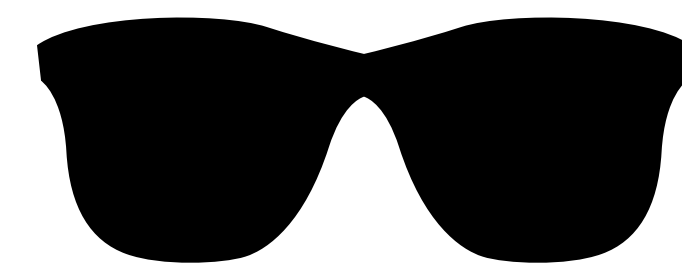
Make it easy for participants to join



Make eye contact - look into the camera at other conference participants as if they were in the room with you

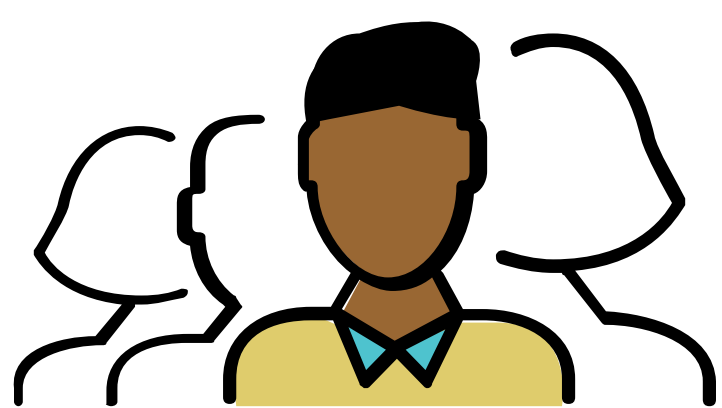


Go on mute when you aren't speaking



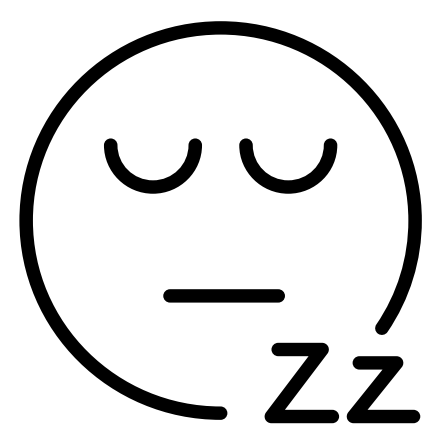
Make sure your background isn't too distracting

Don't's...



Be aware of your surroundings - don't bring a crowd or join a meeting from a busy place

DON'T multitask, look bored or have side conversations - participants can tell when you are distracted



Turn it onto silent! Don't leave your phone on loud!

Use natural gestures and speak as though you are face-to-face - don't let your body language betray what your saying



Pay attention to your background - it's easy to get distracted by music, noise or decor

Did you know...?



1 in 5 Australians use video conferencing at work every day!

Australia is placed among the top five countries in the world using video conferencing at work every week

Video and audio conferencing facilitates cross campus communication and dramatically reduces travel related environmental impacts