

VIDEO CONFERENCING BEST PRACTICES



AUDIO:

- ▶ **Wear headphones** // Earbuds or a bluetooth earpiece are preferable visually but any headphones are better than none. Because of Skype's built in echo cancellation, listening through open speakers leads to serious audio degradation as Skype attempts to delete your sound coming back on delay.
- ▶ **Use a Mic** // If you have a bluetooth headset or earbuds with a hands-free mic (3 rings on the plug) than you're all set. Gaming headsets, USB vocal mics and more can also be a good option. Just make sure to select your mic in the Preferences tab under a/v. Most USB mics appear in the menu as 'USB Audio Codec'.
- ▶ **Reduce Background Noise** // We know a lot of these things are beyond your control but... if you can find a place without loud appliances, AC, ceiling fans etc that helps us. If there's traffic noise nearby, closing windows can help as well.

VIDEO:

- ▶ **Have Plenty of Light** // Make sure you're well lit. If you're in a space with windows try and face them if you can. Otherwise an overhead light or even a desk lamp placed just off screen in front of you can work well. Try to eliminate any bright lights *behind* you.
- ▶ **Consider Framing** // Make sure when you position yourself in front of your webcam there's not too much headroom or unused space in the frame. Conversely make sure you're not cutting off any part of your face. Sometimes placing your computer or device on a stack of books can help bring it up to a more natural level.

