

# WORKING REMOTLEY

## VIDEO CONFERENCING CHECKLIST

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### Purpose

Working remotely and collaborating with our colleagues is made easier by meeting virtually and utilizing web conferencing to connect us and advance work. This checklist is intended to encourage the use of video conferencing and recommended best practices.

<b><i>Before the session/meeting, do this...</i></b>	<b><i>During the session/meeting, do this...</i></b>
<b>Set up your webcam in a usable position.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Prop up laptop/camera to an optimal position</li><li><input type="checkbox"/> Not too high or low</li><li><input type="checkbox"/> Roughly at eye level</li><li><input type="checkbox"/> Adjust your chair for posture</li></ul>	<b>Treat it like a face-to-face meeting.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Focus on your audience</li><li><input type="checkbox"/> Remove or minimize distractions</li><li><input type="checkbox"/> Be present now!</li></ul>
<b>Check your lighting and background.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Use two light sources</li><li><input type="checkbox"/> If there is a window, make sure you are facing it – don't have it at your back</li><li><input type="checkbox"/> Check for glare on monitors, glasses, and pictures</li><li><input type="checkbox"/> Set a professional background – remove clutter or anything distracting or inappropriate</li></ul>	<b>Simulate eye contact.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Keep eye contact during the meeting</li><li><input type="checkbox"/> Don't avoid the camera and don't stare at the camera</li><li><input type="checkbox"/> Speak to the camera as if it were a person</li></ul>
<b>Participate in a practice run...</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Verify lighting, background, posture</li><li><input type="checkbox"/> Verify how you appear in the window – not too big, or small</li><li><input type="checkbox"/> Turn camera on and off</li><li><input type="checkbox"/> Turn audio on and off</li><li><input type="checkbox"/> Gather everything you need (remove what you don't need)</li><li><input type="checkbox"/> Make sure your headset is working and positioned correctly</li><li><input type="checkbox"/> Test your volume levels</li></ul>	<b>Focus on your audience...</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Minimize distractions and maintain focus</li><li><input type="checkbox"/> Turn off your phone and IM and close the door</li></ul>