

# Videoconference Etiquette

## Prior to the start of the conference, participants should:

- Turn off cell phones due to interference with the microphones in the room.
- Sign a "Participant Waiver Form". *If students are participating, obtain a Student Distance Learning waiver or permission from a parent/guardian for any student underage to protect the district.*
- Have someone answer during roll call. Answer by identifying the site and number of participants. If you join the videoconference after roll call, wait until the presenter pauses, and let them know you have joined the conference.  
*Example: (microphone on) "Hi, this is Northtex ISD, We have 5 participants." (microphone off)*
- Participants should always assume that the videoconference is being recorded.
- Be aware that you may be seen and heard by other sites at any time during a videoconference. Remember that many people read lips and that your body language reveals as much as your words.
- Keep all microphones muted unless you are involved in a discussion or asking questions. *Make sure the red light on the microphone is off, confirming that it is muted!*
- Be aware that a short delay occurs in switching from one site to another as someone starts to speak. Once the microphone is pressed the person speaking may not be seen for two seconds.
- Understand that there may be technical difficulties. Contact the site manager who will call the Region 10 Videoconference Help Desk to troubleshoot the problem.

## Site managers should:

- Always leave a telephone number or other contact information clearly accessible for participants. Report technical difficulties to the Region 10 Videoconference Help Desk.
- If you are operating the camera manually (or setting presets), avoiding "zooming in" too close on participants' faces.
- In case of an unexpected emergency or interruption (something you wouldn't want telecast), select "Mute Video" and "Mute Audio" on the remote control. De-select when you are ready to continue.
- After the videoconference, FAX (or send by email) the sign in sheets and evaluation forms. Fax# 972-348-1018  
Download forms at: [http://www.region10.org/EdNet10\\_Videoconf/VCFForms.html](http://www.region10.org/EdNet10_Videoconf/VCFForms.html)

**Videoconference Help Desk: 972-348-1234**