

## **Video Conferencing- Etiquette Does Matter!**

You must be well-versed with table manners. However, etiquettes for video conferencing is something that is throwing you into confusion? Well, it's not a rocket science! Last decade has witnessed outstanding transformations and developments in video conferencing technologies, and hence diversified industries have been on the forefront to pick up its significant benefits. What video conferencing offer exclusively is an ultimate virtual experience of in-person meetings sitting at two different poles around the globe. Top-notch technology has therefore overcome territorial boundaries, physical presence, and daunting time zones.

Sad and surprising trauma lies in the lack of awareness regarding appropriate and skilled usage of video conferencing services. You must have come across pathetic user experiences including dark or inexistent display, either total silence or distorted noise from the opposite end, audio echo, interruption or poor connectivity while conducting video conferences. Trust me, a majority of these issues take place due to ignorant attitude towards following norms of video conferencing.

There is no need to scratch your head to find out so-called standardized procedures or protocols of managing video conference. Here are few smart tips that are quite handy to follow:

### **> Rightmost Technology is a master-key!**

No one can offer you with a universal solution for video conferencing, simply because it differs from client to client depending upon his technical requirements. It's hugely significant to make sure that all members participating in video conferencing are on the same page in context to devices, technology, and knowledge to receive calls.

### **> Focus on your requirements**

Many times, you need to make a decision between audio-visual needs of your call. You must have a clear insight of desired outcomes from your call. Usually, it is beneficial to share a screen with another person to see his facial expression while conversing to have transparent and fair communication. It also saves your lot of time that you can utilize for productive tasks. It is equally important to take into account cultural aspects of clients before going on a call. For example, few countries give more importance to face to face communication where visual presence can play a vital role. You should choose convenient and upgraded platform for hosting your conference.

### **> Mock is the must!**

Testing all your devices such as microphones, cameras, speakers, etc. is necessary to ensure that they are working properly. You must take care of the entire set up before you go on an urgent call.

### **> Provide precise intro**

Now, you might overlook this point saying this is the most obvious thumb-rule of any professional audiovisual meeting. However, many of us escape through this code of conduct. Introducing yourself formally to the attendees helps to keep you on the right track of a conversation. Many times, people pay less attention during virtual communication as opposed to face to face meetings. Concise and accurate introduction help you to prepare right agenda.

### **> Turn off your microphone when not in use**

No other situation is more disastrous than radio silence or unwanted sound annoying you during a conference call. This sound may arise from headset or speakerphone. The best solution is to mute your microphone to get a clear voice of the person who is speaking to you. It helps to keep the conversation clear and focused.

### **> Take into account ambiance and your attire**

Think about going on a video call with untidy clothes and shabby appearance. It certainly will leave a bad impression on your client's mind. Remember well, that the opposite person is watching you right from the moment you are connected. Don't hesitate to spend time on self-grooming and your outfits before starting a conference. Make sure that the location you have selected for conducting video conference is at isolated and well-organized. It should be free from outside noise or interruptions.

### **> Keep your brief to the point**

Whatever you are communicating over a video call, make sure that it is well-influenced and precise. You must avoid lengthy and irrelevant points that hinder you from keeping your focus on the most important points. Language must be simple, clear and definite.

If you are taking all above points into consideration before going online for video conferencing, I'm sure your call is going to be an accomplished experience like never before. Wish you a happy con-calling!