

ideola presents:

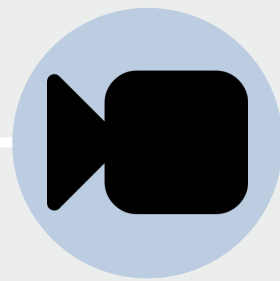
# WEBCAST ETIQUETTE

## 12 Tips for Better Virtual Meetings



### CAMERA

Position your camera as straight-on as possible. Not too high, not too low.



### LIGHTING

Position a light to illuminate your face. Avoid bright backlighting.

### MIC

Keep it muted if you're not speaking. Avoid handling while speaking.



### BACKDROP

Simpler is better. Draw shades or blinds if windows are behind you.

### NOTIFICATIONS

Silence devices and notifications such as email and calendars.



### AMBIENT NOISE

Set up in a quiet location. Close office door if possible.

### BODY LANGUAGE

Smile! Look at camera when speaking. Be mindful of gestures.

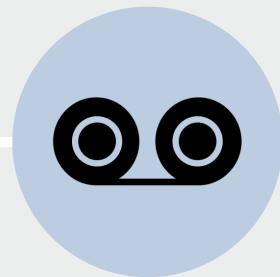


### DISTRACTIONS

Avoid checking email, phone, and websites. Avoid eating and drinking.

### RECORDING

Ensure all participants are aware beforehand or at start of webcast.



### INTRODUCTIONS

Introduce yourself before addressing the group.

### PERSONALIZE

Address participants by name to signal attention.



### PREPARE

Anticipate unexpected outcomes like physical or technical interruptions