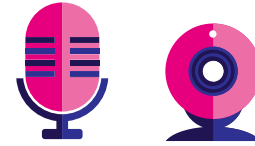


10 ways to be a good video conference participant



Check your camera and mic are switched on, and the mic levels are high enough.



Move away from background noise. Don't fiddle with things around your workspace when on a call – your mic will pick this up.



Make sure the room is well lit so everyone can see your face.



Talk clearly and don't cover your mouth.



Keep still and stay close to the camera – someone might be trying to lipread.



Make eye contact with the camera and maintain it while you're talking.



Speak one at a time. If you're struggling to be heard, use the text message facility available on all video conference platforms.



Focus on the meeting and don't multi task.



Use visual cues, where possible.



Agree a signal when someone new wants to talk.

Visit our Louder than Words website for more information about supporting staff and customers who are deaf or have hearing loss.

W louderthanwords.org.uk or get in touch on **0333 240 5658**