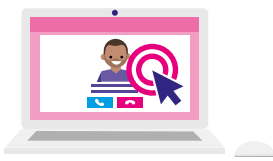


# 10 ways to be a good video conference host



**Avoid back-to-back meetings** to reduce stress and exhaustion.



**Test the technology with staff who have hearing loss** ahead of the meeting.



**Check if anyone needs communication support,** with plenty of time to organise if necessary.



**Advise the purpose and intended outcome(s)** of the meeting.



**Have the agenda visible and stay on track,** and repeat questions if you know someone is struggling to hear.



**Take a break** if the meeting is longer than an hour.



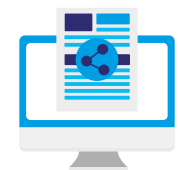
**Use visual cues** to help participants communicate without speaking.



**Be clear** about the next steps and any actions.



**Check with participants** if their expectations of the meeting were met.



**Share the meeting notes** with all participants at the end of the conference call.

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

 [louderthanwords.org.uk](http://louderthanwords.org.uk) or get in touch on  0333 240 5658