



DO & DON'T FOR TELEPRESENCE

1. Videoconferences are not suitable for a “mass event”
 - a. If there are a lot of participants please turn off your microphone.
 - b. The initiator of the meeting should take over the role of the moderator.
2. Always use your headset and only if it's necessary the handsfree speakerphone.
3. Only use suitable, high quality equipment.
4. The connection is through the internet. If the bandwidth gets too small, quality gets worse.
Sometimes it's useful to turn off the video.
5. Technical skills! Do you know your hardware? Do you know how to Jabber/WebEx?
Activate the correct components for Video and Audio.
6. Speak clearly and alternately. Dialects/Slangs are great - but not in a conference.
7. Is the room you use suitable for a meeting? Echoes are deadly for the audio quality!
When it echoes in the room, we are not able to solve it with our technic or equipment.
Care about sound improving measures! (For Example: Plants, Carpeting, Curtains, Canvas pictures...)
8. Ambient noises are disturbing! Close the window - don't crackle around. The microphones are sensitive!