

INSERT LOGO HERE

Video Conferencing (VC)

A guide to productive and inclusive meetings

When organising a meeting		Organiser	Chair	Attendee
1	<p>Check with all attendees if they require any reasonable adjustments to allow them to participate and take part when attending in person or by VC e.g. what is the optimum number of screen links they would prefer to reduce any hearing or sight problems.</p> <p>NOTE: If someone makes you aware of a special requirement do not share this personal information without their approval.</p>			
2	Book the meeting room at a time which meets the needs of those attending or by VC.			
3	Check that all participants have all the documents they require and in a format to meet any special requirements.			
On the day: the pre-meeting set up		Organiser	Chair	Attendee
4	Check the room is adequately lit to meet the needs of all attending; sufficient seats; and wheelchair users are accommodated.			
5	<p>Check the position of the VC Unit and table microphones for:</p> <ul style="list-style-type: none"> • disruption or noise from outside the meeting room • screen glare e.g. from a window or light. <p>NOTE: Glare can create problems for people to see facial expressions or to speech read (formerly lip reading). Closing window blinds etc. might prevent it.</p>			
6	<p>Check that the chairperson and attendees will be seated in the right place e.g. taking into account any special requirement for a sight or hearing impairment.</p> <p>NOTE: The chair often sits opposite the VC camera. This causes participants in the meeting room to face away from the camera.</p>			
	Check that the sound system is working and a			

7	<p>hearing loop is installed and tested where required with operating instructions.</p> <p>NOTE: If possible consider testing it from another VC before the meeting starts.</p>			
On the day: at the meeting		Organiser	Chair	Attendee
8	<p>Check that the seating position is best for all attendees in the meeting room and on VC to communicate with those in the room and on VC.</p> <p>NOTE: Subject to the size and position of the TV or monitor, attendees at either end of the VC may have to be asked to sit as close as possible to the camera or screen so that people can see facial expressions.</p>			
9	<p>Check that the sound system is working adequately and that all attendees can hear and be heard e.g. the desk microphone is on and in the optimum position.</p>			
On the day: VC meeting etiquette		Organiser	Chair	Attendee
10	<p>Check that all attendees agree to a meeting etiquette, including:</p> <ul style="list-style-type: none"> • turning off mobile communication; and no texting • communication breaks for interpreters etc; and comfort breaks for all • using an agreed signal to the Chair to ensure those in person and those on VC, has an opportunity to contribute • all speakers introducing themselves so that everyone knows who is talking; and thereafter identifying themselves every time they wish to speak • avoiding talking over one another – this needs enforced by the Chair as it is particularly important for attendees with a hearing impairment • addressing the entire room and the camera • allowing time for people to respond through the VC due to the time delay • avoiding the movement of papers and other objects close to microphones. 			