10 tips for participants in group video calls

Video calling, especially in a group, can be daunting if it's a brand new experience. Here are a few simple things to think of doing (and not doing), that will make it better for everyone.

- **Sit close to the screen: your face should fill most of it.**
  If you're using a phone/tablet, prop up your device so it doesn't move and the angle/distance to your face are constant.

- **One face per screen: everyone dials in.**
  It flows smoother (and feels more equal) than when some people are in one room together and other people are online individually.

- **Mute yourself when not speaking.**
  This eliminates distracting background noise.

- **Use headphones (even if they don't have a built-in mic).**
  Headphones or earbuds will reduce feedback and the speaker's voice echoing. It also helps with keeping your conversation more private, and avoid disturbing people around you.

- **Try and be in a quiet space if you can.**
  Background hubbub will interfere with your voice when you're speaking. Movement behind you will draw the eye.
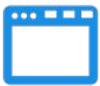
- **Place the light source in front of you, not behind.**
  Backlighting will make it difficult for people to see your facial expressions.

- **Give the speaker your full attention.**
  You can't make positive listening noises when you're muted, so nod and act engaged.

- **Close all other tabs and windows.**
  This will help with video performance as well as focus your attention.

- **Avoid excessive movement, it is visually distracting.**
  Don't eat, touch your face a lot, walk around with your phone/tablet.

- **If you need to move around, turn off your video while you do.**
  Likewise if you need to leave the room or deal with an emergency, else it becomes everyone's emergency.

@copronetwales   *Making sure everyone has a voice!* 👌