

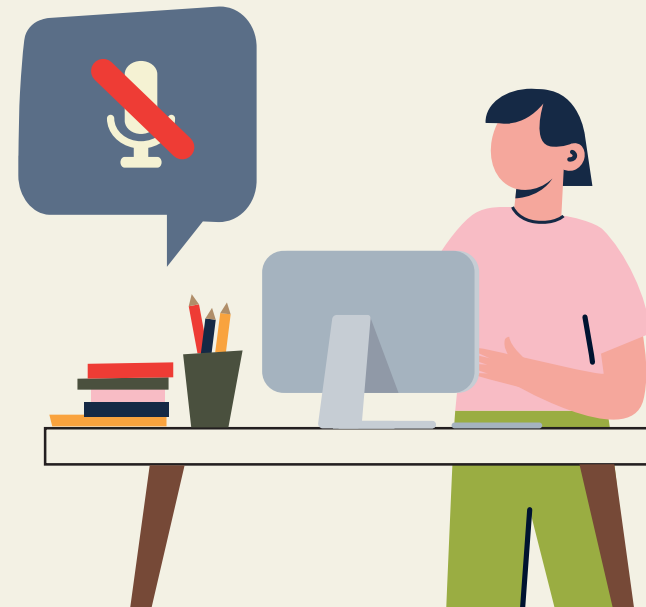


# The friendly mini guide for a successful video conference



## 01 Video on

If all participants can see each other, it creates a friendly atmosphere. It is easier to follow the conversation and to reconnect, despite everyone being in home office.



## 02 Mute your mic

Especially when there are more than three participants in the call, background noise is exhausting. Most programs focus on the speaker and do not distinguish between speech and noise. So when you don't speak, stay mute.

## 03 Assign a moderator

The person who set the call should moderate. If this is not given, appoint someone to organize the conference. So speakers can announce themselves by hand signals and be put on. Your conversation will get some structure.



## 04 Send the video link in advance

Not everyone works with every possible video program on a daily basis. In order to test a new program in advance and to ensure registration and equipment, provide the link to the conference early and give short and easy to understand instructions. So the meeting can start right away.



## 05 Use the chat

Each video conferencing program provides a chat. If your microphone is not working, someone is missing or you want to share a link, post it in the chat! That way you don't interrupt the speaker and everyone knows immediately and doesn't wonder why you don't say anything :)

