Videoconferencing
Etiquette

A Guide to Videoconferencing
Etiquette for Students
Version 3.0

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IT Services
University of Malta
Videoconferencing Etiquette

The following tips are meant for students attending videoconferencing sessions. These will help ensure good user experience during the videoconferencing session.

Note: *It is important that no-one tampers with the videoconferencing equipment once the room is set up for the videoconferencing session.*

- Be punctual for videoconferencing sessions. It is not fair to keep participants at both local and remote sites waiting.

- Speak loudly when interacting with remote sites, and try to make as much eye contact with the camera as possible so that the participants at the remote end feel like they are actually present in the room. Keep in mind that during class interaction, if you speak in a low tone, students at remote sites may not be able to hear you.

- Remember that anything you say to the person next to you may be heard at the remote sites.

- Since participants are on camera during the entire session, participants at the remote end are able to watch everything that is happening in the videoconferencing suite. Act responsibly!

- Try to avoid having lots of paper on your desk during the session. Keep everything organised so as to avoid ensuing irritating background noise.