Tips and Tricks for a Successful Video Conference

1. Timing is everything

Give yourself plenty of time to prepare for your conference. Preparation might involve things like setting up presentations or determining the right placement of people in the room. When scheduling the video bridge and conference room in Outlook, reserve an extra 15 to 30 minutes before the actual start time. This will also help you start on time and end on time.

2. Lighting

Make sure everyone in the videoconference has adequate lighting. View your own video before you begin the conference to make sure your face is not hidden in a shadow. Adjust window blinds if necessary to reduce glare and shadowing.

3. Don't use the conference room speakerphone

There is no need to use the speakerphone in the conference room, and in fact doing so will cause echoing and feedback. Only participants calling into a video conference from their office or mobile phones should call into the conferencing system.

For participants calling into a video conference, dial 312-488-6072 (from outside) or 6072 (from inside) and enter the appropriate code:

- For Video Bridge #1 use code 1001#
- For Video Bridge #2 use code 1002#
- For Video Bridge #3 use code 1003#
- For Video Bridge #4 use code 1004#

4. Documents

Don't try to hold your documents up to the camera to show others. Email documents ahead of time before the conference so everyone has a copy they can view easily without having to look at the video screen.

5. Directing Questions

When asking a question, be sure to direct it towards one person by saying their name. Using a person's name makes it easier for others in the meeting to determine to whom the question is directed.