

4 TIPS FOR A SUCCESSFUL VIDEO CONFERENCE !



1 BEST CAMERA AND SOUND QUALITY



We recommend to use a high-definition webcam.

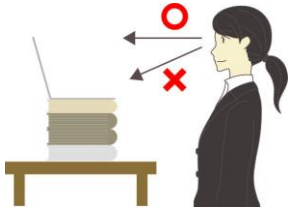
Laptop integrated webcams are not always high-definition and it can impact the quality of the image (position, light, focus...)

Whenever possible we recommend to use an external webcam.



For the best audio experience, please use a headset, earbuds, or external USB micro. It avoids background noises and echos.

2 THE RIGHT POSITION



Your camera should be at eye level.

If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera up.



Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.

An ideal view would be from about mid chest to just above your head.

3

THE PERFECT LIGHTING



Lighting is key. Identify where most of the light is coming from (for example a window) and put your computer in front of it – as close as you can – so you get as much light on your face as possible.



If you cannot face a window, consider getting an extra light (such as a lamp) and place it on or behind your desk - facing you

4 THE IDEAL BACKGROUND



Sit in a quiet and isolated room.
You can leave some personal items behind you,
but make sure that it is not too much distracting.

When possible, give yourself some space between
you and the wall behind you.