

REMOTE Meetings



Camera

- Look into the camera by putting the videochat window underneath it
- Choose a place or a camera angle with proper lighting, so that there is no shadow on your face

Audio Settings

- Use a headset for better sound quality
- Mute yourself whilst not speaking to avoid background noise

In General

- Check your equipment and tools before the meeting
- Check access to the tools & links provided
- In meeting rooms: Bring your laptop and activate your camera, so that every "face" is on camera
- If you have audio/video problems, say it right away! Don't wait
- Follow the HolidayCheck meeting rule and finish earlier
 - If a meeting lasts about 30 minutes, end it 5 minutes earlier
 - If a meeting goes an hour or longer, end it 10 minutes earlier
 - We need this time to prepare for the next meeting, to relax, to get a coffe...