



Stop Being Awkward. Tips For Better Video Meetings:



Assign a note taker

Assigning a note taker during the meeting may feel like you're treating it as a board meeting, but it certainly shows the audience that you mean business.



Camera at eye level

If you're working at a dining or coffee table, chances are your camera is filming upwards, which isn't the most flattering look (sorry!). Use books to elevate your laptop so that people see a more straight-on perspective of you. An elevated camera also prevents you from slouching over your laptop.



Crisp and clear audio

Break ups in your audio can damage the perception of your professionalism. Test your connection beforehand, and if it's not stable, consider using the dial-in option on your phone for audio, while capturing video from your laptop.



Declutter your background

The best background is something natural and clean, like a wall. If you can't find one, use the custom background capability (if available) on your video conferencing tool.



Don't get too close to the camera

If you're too close to the camera, your face and head can be oddly distorted. Placing yourself a bit further away allows people to see your entire upper body, including hand gestures, and naturally makes you project your voice more.



Dress for success

Your appearance should still be professional and reflect the organization you represent. Your attire should be similar to [what you'd wear to] an in-office meeting. Never wear clothing that blends in with the background, like a white shirt on a white wall.



Lighting is key

The best light is natural light. Position yourself so that you're facing a window, and it will enhance your look. If the sun is directly on your face, close the blinds halfway to get the glow of natural light without harshness. Never place a window or light source directly behind you.



Perfect your eye contact

You want to be looking into the camera when you are speaking and at the face of others when it's their turn. Resist the urge to look at yourself in the smaller frame in the corner of the screen.