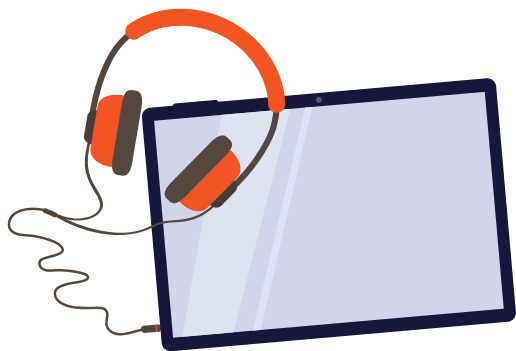


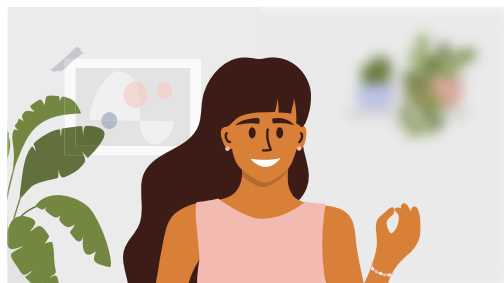
Best Practices for Videoconferences

Working remotely has created unique challenges, especially during videoconferences. Consider the following tips when joining video calls, meetings and training sessions.



Meeting Prep

- Make sure your digital device is charged or plugged in.
- If they are available, plug in and test headphones that have a microphone.
- Mute all other devices. Close or mute programs that send notifications on your meeting device.
- If applicable, complete the work your organizer assigned. Be prepared with specific questions about the work.



Meeting Environment

- Be in a quiet space with a good internet connection.
- Consider what is visible in the background. Blur the background or use a professional virtual background, if necessary.
- Safely elevating your computer/webcam to eye level can produce a better video angle.
- Face windows and/or lighting. Windows or lighting behind you will darken your image.



Joining the Meeting

- Join five to 10 minutes before the scheduled start time.
 - Use this time to test your audio and video.
 - Give yourself more time if you are not familiar with the meeting platform.
- Be sure your screen name includes your first and last name. Include your Johns Hopkins Medicine member organization in parentheses after your last name.
- Join with your microphone muted and your camera on.



Behavior During the Meeting

- Fully engage in and focus on the meeting.
- Be respectful and supportive through your typed messages, displayed images and oral communications.
- Do not take a screenshot or record any element of the meeting without the agreement of all attendees.
- Do not share your screen unless invited to do so.
- Be sure to follow the meeting organizer's directions for asking questions.
- If possible, your camera should be on. If you do not have a camera, find out how to obtain one.
- Only unmute your microphone when you have something to say.