




## Best Practices to Enhance Videoconferencing

Participating in videoconferences can sometimes be overwhelming. Here are some tips in order to optimize the quality of your online meeting and help ensure the best experiences for you and your colleagues. **In the current context, we understand that these cannot be followed at all times.** We wanted to share this list as a tool that would allow you to slowly include some best practices in your online meetings.

### Before you start the meeting

- Select [Google Meet](#) conferencing software. It is the platform approved by IT
  - √ Consult the Parks Canada document about [Videoconferencing with Google Meet](#)
  - √ Update the latest version of the software and make sure it is stable and compatible with your OS.
- Familiarize yourself with the videoconference features
  - √ [Google Meet training and help](#)
- Make sure to have a stable internet connection
  - √ If you are using your laptop, make sure to use a Local Area Network (LAN cable) that will help guarantee a stable Internet connection.  

  - √ If connecting from a laptop, plug in the laptop to a power outlet. Battery use can adversely affect video quality.
- Ensure you have a camera, microphone, headphones or speakers available
  - √ Earbuds or headphones are preferable to avoid audio feedback and echo.
- Note important supplemental information
  - √ Such as a backup phone number in case you are disconnected.
- Keep time zones in mind
  - √ At Parks we have employees in different time zones. Be conscientious when you do your calendar invitation.

### In the first minutes of the meeting

- Log in a few minutes before the meeting to ensure you are on time.
- State your name/position before speaking so that all participants know who you are.
- Ensure all participants know how to mute/unmute their microphone, and encourage them to remain on mute when not speaking.
- Make sure all participants have access to shared content (videos, tools etc...)



## At all times during the meeting

- Make sure there is no distractions
  - √ In preparation of your meeting, get rid of any obstacles in the line of sight of your camera.
  - √ Put your cell phone on silent mode during the conference.
  - √ Don't make distracting sounds.
  - √ Avoid typing on your keyboard.
  - √ Close yourself into a room with no or minimal background noise, if possible in the circumstances.
  
- Eliminate any background noises while the conference is going on
  - √ It should minimize any echo from the microphone.
  - √ Never speak at the same time.
  
- Get a uniform lighting environment
  - √ Ensure that there is adequate lighting for the camera. Try to avoid extremely powerful bulbs and utilize fluorescent light instead.
  - √ Close the blind if you are near a window to avoid being in the dark.
  
- Avoid unnecessary movements
  - √ Excessive hand gestures can obscure the camera and be distracting for other participants.
  - √ Avoid sudden head movements, as they can blur the camera image.
  
- Check audio
  - √ If possible, do a “round table” before the start of the meeting to check that every participant’s microphone is working properly, and that they can be heard clearly.
  - √ If the microphone doesn’t seem to be working when unmuted, do not raise your voice; adjust the volume, and make sure the microphone is unobstructed.
  
- Dress appropriately
  - √ Keep in mind that it is a formal setting and therefore dress accordingly.
  - √ Wearing overly colorful outfits is not recommended, as they do not transmit well on camera and are visually distracting.

## Be yourself and have fun!