

# TIPS FOR SUCCESSFUL VIDEO MEETINGS

1

## STEP INTO THE LIGHT

Sit facing a window or position light in front of you so you are well-lit.



2

## AVOID DARKNESS.

Don't sit in front of a window. Too much light behind you will overshadow you and darken your appearance on camera.



3

## LOOK BEHIND YOU

Remove anything that could distract viewers or look unprofessional. If possible, aim your camera towards a blank solid wall.



4

## WHAT NOT TO WEAR

Don't distract your viewers with stripes and bold prints. Solid bold colors look best on camera.



5

## CONSERVE BANDWIDTH

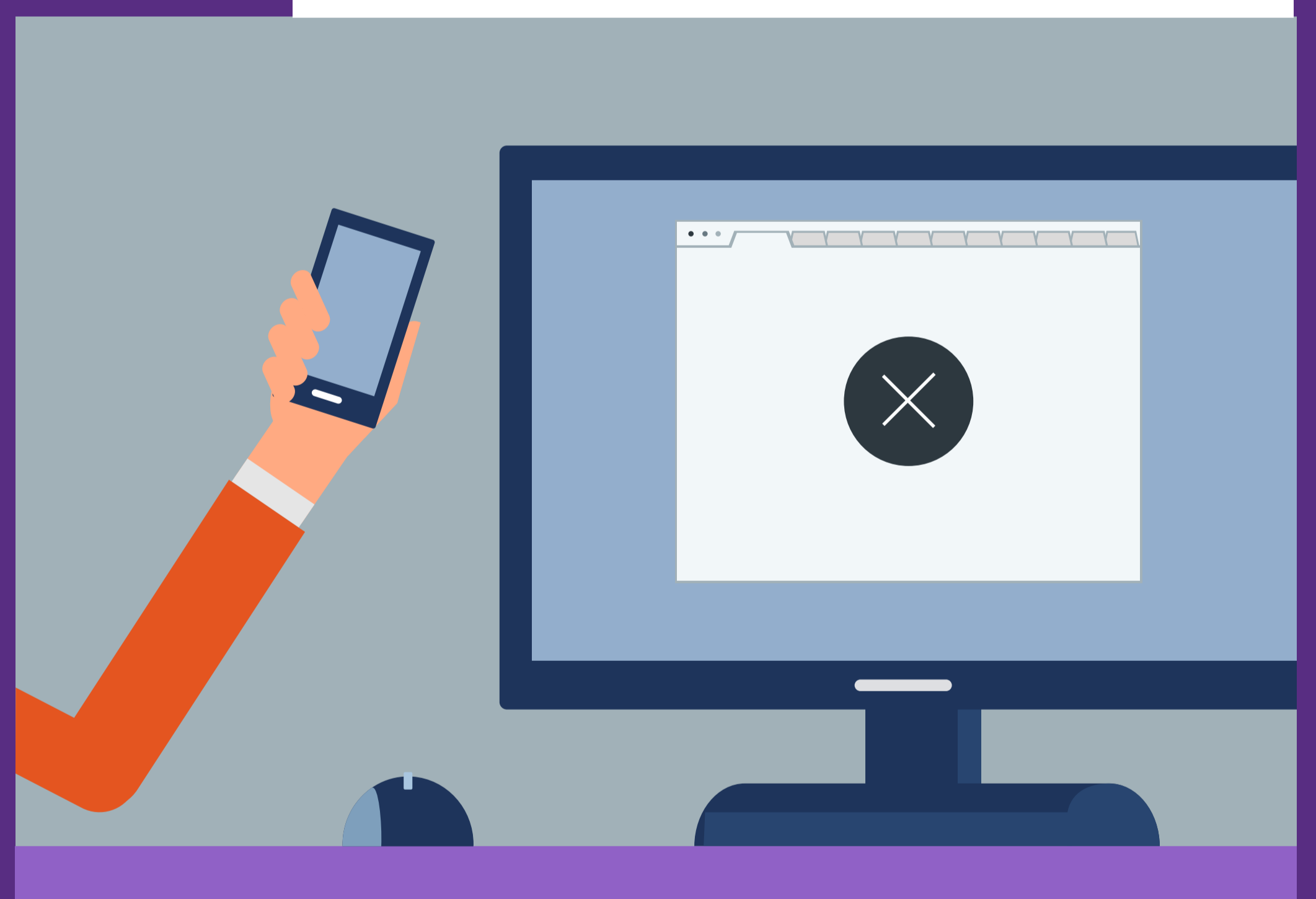
Close out of applications that consume resources. This will help avoid you becoming a 'frozen face' to your viewers.



6

## DO NOT DISTURB

Minimize interruptions by putting your smartphone in silent mode, turn off desktop notifications and other applications that could distract you while on camera.



7

## CAN YOU HEAR ME NOW?

No matter how good you look on camera, poor audio will impact productivity. You can't go wrong with a top quality headset and microphone when connecting from a pc.



8

## TESTING 1,2,3

Take the time to test all these tips before you go live. Hard to make adjustments during a live session. Once an issue is spotted by your viewers, that's all they will focus on.



Now that your audience can see you, contact Intrado to learn about video solutions and equipment that take your video experience to the next level. Email us anytime at [seeme@intrado.com](mailto:seeme@intrado.com).