



NETnet Room ITV Etiquette Tips

Be sure to inform all participants of:

- Policies for announcing latecomers and observers
- Procedures for handling technical problems

Interactive Video (ITV) Meeting Etiquette

- Avoid side conversations
- Sit within view of the cameras
- Call on participants by name and site, not only by site. When speaking, provide your name and site: e.g., "This is Kevin in Tyler"
- It may be necessary to repeat questions from participants to ensure everyone hears them.
- In the NETnet Rooms, you can move and gesture normally. Very rapid movements can't be transmitted without some loss of picture quality, so avoid fidgeting, pacing, rocking, or swaying.
- Don't wander out of camera range and leave the remote participants staring at blank space. Mark off the camera range by taping X's on the floor so you are aware of your boundaries.
- Prepare your voice. Relax your throat with a glass of hot water with lemon. Stay away from soft drinks, chocolates and dairy products prior to the meeting, as these will coat your throat and cause difficulty in speaking and swallowing.
- If there is a problem with the video or audio, let the host site or local tech support know **immediately**. Don't hesitate to say something if the video or audio is not coming in loud and clear at your site.

How to participate in a NETnet Interactive Videoconference:

- The microphones are push-and-hold to talk. When the mike is pressed, a red light will indicate that the mike is 'on.' When a participant presses the microphone to speak, the camera automatically tracks to the person speaking and displays that site/person on the screen. The site that is currently speaking is the site displayed on screen.
 - To participate, face forward, press the mike, enunciate and speak in a relaxed, normal tone of voice (you don't have to shout) so you can be heard distinctly at all the sites. (To account for the lag time in transmission, pause 2 - 3 seconds after pressing the mike, then ask your question or make your comment.)
 - Due to the brief time delay in transmitting audio, **learn to finish thoughts in a single statement with an obvious conclusion. Allow the onscreen site to finish speaking before responding.**
 - Wait a second to release the mike after you've finished speaking.
-