Communicating Over Video

1. SCOPE

1.1. Marshfield Clinic Health System Wide

2. DEFINITIONS & EXPLANATIONS OF TERMS

2.1. Communication: is the activity of conveying information through verbal and non-verbal cues.

3. RESOURCE GUIDE BODY

Communicating over video is simple and brings people closer together when long distances prevent people being in the same room. Communicating over video, although quite easy, is not exactly like being in the same room. Remembering these few tips will help the video conference go much smoother and everyone will feel a sense of presence of the people participating in the conference.

3.1. Always frame yourself to look like a TV broadcaster.
   a. Make sure that your face is lit
   b. View of yourself to others should be chest level and up
   c. Speak in a normal tone.
   d. People want to see you! Most people are camera shy and it may be difficult, but it is important for all to be able to see you.

3.2. Don’t be afraid to use the camera to focus on people who are talking to the group. This will help improve communication and foster interaction.

3.3. Remember that even though others are not in the room with you, they ARE in the room with you. Don’t do anything while attending a video-conference that you wouldn’t do if others were in the room with you.

3.4. Hearing well is an important part of video conferencing. Make sure to mute your microphone when you are rustling papers, or generally making any sort of noise on your end, unless you are speaking.
   a. For highly interactive discussions, turn the microphone “ON”, remember to keep other noise to a minimum.

3.5. Although video conferencing is very visual; it really is about listening.
When leaving an interactive session, announce to the group that you must leave. This helps the conference go smoother for others at remote sites.

4. ADDITIONAL RESOURCES

N/A

5. DOCUMENT HISTORY

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6. DOCUMENT PROPERTIES

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