Videoconference Quick Checklist

Get Ready
☐ Arrive at least 10 minutes before the start time.
☐ Ensure the OTN equipment is turned on and working properly.
   ☐ Call OTN Service Desk (1 866 454-6861)
☐ Adjust the lighting in the room.
☐ Remote reminder. Find mute button.
☐ Frame yourself/ the group.
☐ Put all devices away.
☐ Go off camera to adjust clothes, hair, etc.

During the Meeting
☐ Introduce yourself before speaking.
☐ Look at the screen.
☐ Speak clearly and do not put your fingers in front of your face.
☐ Use the mute button when you’re not speaking.
☐ Be polite and respectful.
☐ Mind your body language.