

## 6 Tips

### for your video conferences



//Tips

## Our tips for Skype, MS Teams & Co.

### 1 Preparation

Formulate a clear agenda, timetable and objectives. The list of participants should be kept as small as possible. Communication research has shown that meetings with more than eight people are inefficient.

### 2 Technology

Check the connection before the meeting. During the meeting, make sure you switch your microphone to silent when you are not speaking. Integrated loudspeakers should not be set too loud, otherwise there may be feedback. Switch off mobile phones, radios and TV sets.

### 3 Moderation

Every meeting needs a moderator. The moderator should introduce the agenda and the participants at the beginning or give them the opportunity to do so themselves and also ensure that everyone has their say and that the schedule is adhered to.

### 4 Room

Make sure there is enough natural light, preferably from the front. Ideally, look towards the window or provide an alternative light source. A white wall is the best background. Close the windows so that no street noise can be heard.

### 5 Kleidung

Checks, lines or other patterns often „flicker“ in front of the camera. Therefore, choose monochrome clothing, but not all white or black. Avoid clinking jewellery such as bangles or earrings. No light reflections should be visible on spectacle lenses.

### 6 Wirkung

Be punctual and avoid interjections. When speaking, look directly into the camera and move naturally. However, avoid moving too quickly or making pronounced gestures and facial expressions and lower your voice recognisably at the end of your contribution.

#### Your contact partner



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