

UNIVERSITY OF MALTA

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**NEW LEARNING TECHNOLOGIES: THE ART OF VIDEOCONFERENCING**

# VIDEOCONFERENCING ETIQUETTE

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**A GUIDE TO VIDEOCONFERENCING ETIQUETTE**

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University of Malta

Msida MSD06

Malta

Tel: (00356)2340-3004

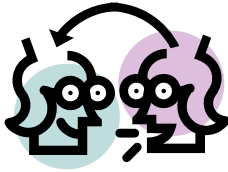
Fax: (00356)21343397

Website: <http://www.its.um.edu.mt>

E-mail: [videoconf@its.um.edu.mt](mailto:videoconf@its.um.edu.mt)

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## Videoconference Etiquette

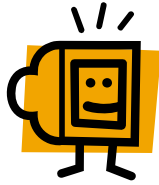


*Respect and tolerate your peers, and the instructor/s*

*Technology requires patience!*

Etiquette in the videoconference class is very important. Everyone is expected to show courtesy and tolerance to all points of view, and opinions irrespective of gender, race, colour or religion.

- Try to be on time for each videoconference session. It is not fair to keep people both at the local and remote ends waiting, until everyone comes in.
- Since students and instructors will be on camera almost all the time, peers at the remote end will be able to see everything that is going on in the classroom. Act responsibly!
- Try to sit in the same seat each time you have a videoconferencing session especially throughout the duration of a course. It will help both the instructor/s and the student colleagues to remember your name.
- Try to avoid having lots of paper running about on your desk/chair during the session. Keep everything organised so as to avoid as much as possible, ensuing irritating background noises.
- Do not lose patience or become over-anxious when a technical problem arises. Working with this technology has its drawbacks, namely that there will be times when the equipment will have difficulties working. Also note that the explanation of certain concepts, does take more time during a videoconference session.
- Keep in mind that if you speak in a low tone, students sitting at remote sites will not be able to hear you and will therefore be unable to understand what you are saying.



- Be informed before entering the classroom! Read and complete the assignments as required.
- Avoid too many distracting gestures when speaking.
- Students will not be required to operate any equipment unless asked specifically by the course instructor or the facilitator.
- Sessions might be recorded for future reviewing at the instructor/organiser's discretion. Therefore students/participants' cooperation is appreciated.

**Videoconferencing is the “*next best thing to being there*”;**  
**interactivity in class will make all the difference**