DO‘s & DON‘Ts

At videoconferences, meetings or hybrid events

16.10.2020 – Transfer- and Entrepreneur Centre at OvGU Magdeburg
#1 Equipment
Technical challenges, choices.

#2 Social Interaction
Camera off, microphone still on.

#3 Conclusion
Key aspects on one slide and further links.
#1 Equipment
DO we need a meeting?
1. Format
2. Features
3. Participants
DON'T use the wrong tech
DON'T use the wrong tech
DO check your equipment
#2 Social Interaction
DON'T be distracted
DON'T be distracted
DO structure the meeting
DO listen to each other
DON'T be rude.
#3 Conclusion
Do's

👍 Be prepared!  
Check the meeting agenda and provided material in advance.

👍 Structure the meeting!  
Assign roles, provide a timetable and structure the meeting.

👍 Listen to each other.  
Listen to the other participants. React to and interact with them.

👍 Be polite.  
Mediated chat can be exhausting, be polite & patient.

Don’ts

👎 Be too late!  
Being early gives you time to compensate technical issues.

👎 Be disruptive!  
Background sounds & noise can be disruptive. Mute your mic.

👎 Be distracted!  
Focus on the meeting and don’t use other devices/distractions.

👎 Be passive!  
Engage in the conversation and volunteer in case you can.
DO checkout www.ovgu.de/tdl.html
Thanks for your patience.

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