Netiquette

Video Conferencing

Before the meeting

• Test the functionality of your microphone and webcam.
• Ideally use a headset/ headphones and microphone. This will prevent acoustic feedback.
• Please be punctual. Join the meeting five minutes before it starts.

During the meeting

• Please speak clearly and distinctly.
• Turn your microphone to mute. This will prevent acoustic feedback and possibly disturbing background noise. Activate the microphone when you want to speak or are asked to speak.
• Turn off your video transmission (unless otherwise requested in advance) before entering the meeting.
• Attend the meeting in an appropriate manner. Take an active role in questions and discussions. Let others finish, if necessary use the action symbol "raise hand" to ask for the floor.
• Please avoid blowing your nose, eating, drinking, etc. in front of a running camera and a microphone that may be switched on.
• Respect personal rights: Please refrain from any unauthorised recording.