



# **EASTERN CARIBBEAN SUPREME COURT**

**FIAT JUSTITIA**

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## **Video Conferencing Etiquette**

Video conferencing has become an integral part of the operations of many organizations today. Similar to face-to-face meetings, there are protocols that should be observed so that meetings can be carried out successfully and efficiently. Below are some key practices that should be observed for video conference meetings.

### **1. Choose an appropriate location**

The location chosen should be quiet and well-lit so that the person speaking can be clearly seen. Avoid sitting in locations where there is a bright light or window behind you. Ensure your background is work-appropriate. A plain background is always best but may not always be possible. Having bookshelves and office-friendly paintings and photographs on the wall is acceptable. The background should not be untidy and distracting.

### **2. Test the camera and microphone**

Before any video conference, it is best to test the equipment to ensure proper participation in the meeting. All systems/software have a test feature, use it or do a test call with a colleague if possible.

### **3. Frame the camera**

Don't position the camera too high or too low. The angle of the camera is important so as to capture the person speaking as though they are face-to-face with others in the meeting.

### **4. Wear appropriate clothing**

Wear clothing suitable for court appearances. Additionally, it is not sufficient to wear a work top and a casual bottom as sometimes you may be required to get up suddenly.

### **5. Be on time**

It's recommended that meetings are joined fifteen (15) minutes before the actual start time. This way any connection issues can be sorted and there are no delays in starting hearings.

## **6. Don't be a "No Show"**

If participants are unable to attend the hearing it's best practice to give advance notice to the Court. Doing this will ensure the hearing is not delayed by waiting on participants that do not plan to attend.

## **7. Mute your microphone when not speaking**

Background noises can be distracting during a video conference. It is advised that microphones are muted until it is time to speak. You are also advised to mute your cell phone and/or smart phone, audio player and television during virtual court appearances.

## **8. Say Your Name**

Identify yourself before you begin speaking. This is especially important if the device being used for the video conference does not include a camera.

## **9. Do not cross talk or interrupt speakers**

As far as possible only one person should speak at a time. Wait for a pause or an opening in the discussion before addressing the Court.

## **10. Remember the camera is on**

Act as though you are always being seen by everyone in the hearing. Participants sometimes forget that the camera is on, especially when distracted by reading e-mails or trying to multi-task during a video conference call. Avoid distractions and making inappropriate actions while on camera.