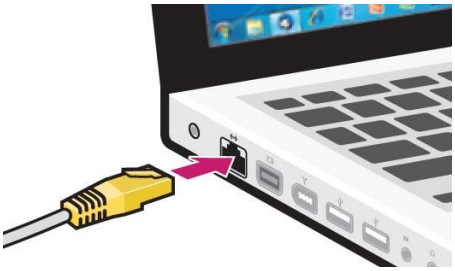
Simple tips for all participants in remote meetings to improve connection and sound

The two most important points for adequate sound and video are: a laptop connected via Ethernet cable to the modem, and a headset with microphone.



The following tips are the bare minimum to provide adequate sound and video for remote meetings:

1. Connect using a laptop or desktop computer only (no tablets or mobile phones).
2. Plug your laptop directly into your modem with an Ethernet cable.
3. Always use headphones to eliminate echo and feedback.
4. Use headphones with an integrated microphone. Any microphone is better than just the computer mic, but ideally a noise-cancelling microphone, or headsets approved for use in Skype for Business or call centres (e.g. https://en-ca.sennheiser.com/call-center-office-headset-usb-sc-60-usb-ml).
5. If a proper headset cannot be procured in time, earbuds with an integrated microphone are better than nothing, though far from ideal – order a headset now for future meetings!
6. Please keep your video on and try to improve connection by connecting with an Ethernet cable rather than switching video off – interpreters need to see the speaker.
7. Once set up, please don't touch or tap on your microphone, or move your computer! This is very painful on the ears of listeners.

Following these simple and low-cost tips will vastly improve your ability to be seen, heard and interpreted during remote meetings!