

VIDEO CONFERENCE OPTIMISATION: ROOM SETUP

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TIP	DETAILS
Screen (computer screen, laptop, tablet computer, smartphone) should be at eye level.	<ul style="list-style-type: none"> • Laptops will need to go on a stand (or pile of books). • Wall mounted TVs tend to get mounted too high. Have them at the bottom of the screen, level with desk or conference room table. • Use a stand for your tablet computer.
Camera	<ul style="list-style-type: none"> • Should be central to the screen to give the perception of eye contact.
Background	<ul style="list-style-type: none"> • Be aware of your background and make sure you're patient will see. • Aim for a neutral shade with a matt finish to avoid reflections. • Avoid busy backgrounds, all hangings or bookcases. • Use virtual backgrounds if needed. Consider having your practice name and/or logo in the top corner of your virtual background.
Privacy	<ul style="list-style-type: none"> • Shut your door. • Have a "Room in use" light or a simple "Do not disturb" sign on your door during video consultations.
Acoustics	<ul style="list-style-type: none"> • Hard surfaces (glass, linoleum, cabinetry) in an office can cause echo and reverberation. • Use acoustic softening to dampen echo and reverberation and improve audio quality. • Softening can be carpet, floor rugs, thick curtains or acoustic panels. • Acoustic panels are readily available from home theatre supplies.
Lighting	<ul style="list-style-type: none"> • Conduct your video consultation in a well-lit office. • Use a desk lamp or a ring light if needed to improve lighting. • Avoid being backlit, for example, having a window behind you. Back lighting causes silhouettes and your face and facial expressions will not be seen.