GUIDELINES FOR VIDEO CONFERENCING AT UCT

TECHNOLOGY

Software-based video conferencing options

These video conferencing tools allow:

You can also share your screen and collaborate on files in real-time.

To get started, select one of the suitable software packages listed below. Schedule the meeting and send the meeting link to attendees.

Microsoft Teams

Zoom (for lecturers)

Learn more about video conferencing at UCT.

VIDEO CONFERENCING TIPS

Prepare your video conference
- If you are hosting the meeting, choose a platform and schedule the event. Your invitation must include the online meeting link.
- Prepare as if it's a face-to-face meeting - including dressing appropriately if your camera will be on.
- Issue an agenda for the meeting.

Set up your tech
- Familiarise yourself with the platform.
- Ensure appropriate lighting in the room.
- Test your camera and mic in the app. Use a headset or speakerphone for best results.
- Sit comfortably and keep your camera at eye-level.
- For more tips, see the Video Conferencing Tips from UCT.

Eliminate audio and visual distractions
- Silence phones and electronics.
- Minimise background noise.
- Tidy up your physical environment.
- For a warmer social connection, keep your camera on if possible.

During the meeting
- Mute your mic to minimise background noise and unmute your mic only when you need to speak.
- If your connection is slow:
  - turn your camera off if others don't mind.
  - reduce incoming video to lowest reasonable quality if your platform allows this.
- If you need to speak don't interrupt or cut people off. Rather turn your camera on and raise your hand in the app to get attention or, indicate that you would like to speak in the chat.

Presenter and host tips
- Your presentation is key. Make your slides slick, professional and engaging. Use minimal text.
- When hosting a meeting, start by introducing yourself and summarising the topic (s) of discussion.
- If there aren't too many attendees, and they don't know each other, ask them to introduce themselves by name and designation.
- If you need to record the meeting, inform the other participants and request their permission.
- Explain to the participants how you want to run the meeting (e.g. cameras on/off, chat open/closed, how to raise hands for attention, etc.)

After the meeting
- After the meeting is done, stay on the call for an informal chat if possible. Online socialising is beneficial and fun!
- Say goodbye before leaving the meeting.

SECURITY

Safety recommendations

- Don't share online meeting links to public platforms (including social media).
- For events with confidential information, use ICTS-supported platforms.
- Don't allow uninvited attendees in to the call. If you're using Zoom, use the waiting room, or force attendees to enter a password to join the call. On other platforms, if attendee names aren't listed, ask them to identify themselves.
- To avoid being overheard, use headphones if there are others around. Especially if sensitive information is being discussed.
- On video calls, hide or replace your background if your software allows it. Keep all confidential information out of the camera's field of view.
- Before sharing your screen, close or minimise all applications other than the one relevant to the meeting.
- Use the tool's settings to control who can participate in the meeting (i.e. share content, request screen sharing access, publicly speak, etc.).
- To minimise security risks, keep your video conferencing software updated.

Remember: it is up to each one of us to ensure that our data and the UCT network remains secure. Read these tips for more information on security.