Network Connection

If possible, use a wired Ethernet jack. If WiFi is the only option, reduce the number of devices using WiFi (smart-phones, Netflix, etc.) during your event. If you are using a laptop, plug it into the wall power.

Equipment

Make sure you have a camera, microphone and speakers or headphones connected. Most laptops have these built in, but some desktop computers require external equipment. Test equipment before the event if possible.

Use Headphones

Earbuds or headphones can help reduce feedback, echo, and background noise to provide better sound.

Videoconference Success Tips

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Environment

Call from a quiet location with minimal background clutter and distractions. Avoid high-traffic areas. Close blinds on background windows to avoid the "silhouette effect" making it easier to be seen on video.

Mute Your Microphone

Keep your microphone muted when not speaking to minimize noise in the event.

Etiquette

Remember you are on a video conference, people can see what you are doing at all times.