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## Web Conferencing Tips

By Adi Gaskell

### Web Conferencing Tips by Adi Gaskell

Preparation is vital when conducting a successful videoconference session. Thus there are a number of steps to remember prior to the videoconference session itself:

Always test the equipment before hand.

The WebVideo4U software is extremely reliable but it always pays to test the software prior to the videoconference itself. There may be problems with the Internet connection, the webcam or the microphone. Better to find out in time to rectify the problem than have embarrassing delays during the videoconference itself.

#### Double Check Timezones

The beauty of global communication also comes with the pitfall of negotiating the different timezones. Always check the timezones, double check them and confirm with both parties to ensure that there are no embarrassing hickups.

There are also several important steps to take when setting things up at your end to ensure that the videoconference runs smoothly.

#### Camera Angles

It seems an obvious thing but it doesn't look very professional if your fellow videoconference attendees can only see the top of your head or your neck. Make sure you've got the camera set up so that your head is fully in shot and try and leave about 10% headroom.

#### Microphones

Test your microphone prior to the conference. Jimi Hendrix may have been able to use feedback effectively, it's more likely to deafen your colleagues however and won't get the conference off to a good start. If you do get feedback play around with the positioning of your speakers and microphone

until you find the optimum position.

### Clothing

Your company may be relaxed regarding clothing but try and remember the camera. Bright colours and patterned clothing don't help the transmission. Instead try and opt for colours such as blue or grey.

### Lighting

Consider the effects of lighting on the camera. Up lighting is generally considered best and should be in front of the participants. Also beware of windows in the camera shot. If windows are in shot try and use curtains or blinds to prevent the glare ruining the shot.

Adi is the founder of [www.WebVideo4U.co.uk](http://www.WebVideo4U.co.uk), a leading provider of Flash based streaming video solutions.

## **The Magic of Video Conferencing**

### **By Harry Rockwell**

Video conferencing facilitates learning by allowing remote or distant learners to meet regardless of their location. Students can take classes at multiple universities. In essence classes that are not available at one location may be available at another through video conferencing. Video conferencing can also benefit non traditional students who are not able to attend classes during normal hours.

There are various types of videoconferencing; which is suitable for your application will depend upon the IT structure available and what it is that you actually want to achieve. Video conferencing has in the past been relatively expensive, but prices are coming down and it is possible for anyone with a fast enough internet connection to operate a video conference.

There are excellent quality video conferencing systems out there. Many of them are well worth the dollars that they cost. And, because technology continues to grow, you'll find that prices for video conferencing will become more competitive. It is the way of the future. Is your company in the future? Using video conferencing can help to insure that it is there.

Most video conferencing terminals also require what is called a codec or Compressor/Decompressor interface. This piece of equipment helps compress information being passed from audio to video to make transmission of materials feasible over the Net. Without this piece of equipment most files would be too large to send from one computer to another. The process of compression data using a codec machine is often referred to as decoding and encoding information.

Finally, a computer and reliable internet connection are also necessary to facilitate video conferencing. A high speed connection is recommended to make the video conferencing experience not only endurable but also enjoyable. The actual computer you have is not as important as the size of your

display. Remember that when using video conferencing equipment, the larger your display the better your picture and the more easily a time you will have conferencing' with other people on the Web.

Conferencing – Providing conferencing information. Learn about web conferencing, audio conferencing, video conferencing, etc. Find out about web data conferencing & web exchange conferencing here.



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