

Virtual Collaboration

(Best Practices)

- **PACE procedures**, only one method at a time. Do not connect to the same conference from two different mediums in the same location. If you connect via VTC or collaboration software and then connect via the voice conference the two systems, will feed into each other and cause terrible echo and feedback.
- When you are not actively speaking, you should **mute your microphone**. This prevents feedback, echo, and ambient noise from interrupting the session.
- When you are using **speakers and a microphone**, (as opposed to a headphone/microphone combo), ensure speakers are pointed away from your microphone.
- **Room lighting** should be distributed either evenly or from in front of you. If the brightest light source in the room is from behind you it can cause you to be silhouetted.
- When **creating a slide**, large text is better. Smaller text can be extremely difficult to read for others who may have restricted bandwidth or smaller screens.
- To **reduce file size**, save material as an Adobe PDF. Click File, then As Adobe PDF.