

Do and Don't List for Videoconferencing sessions:

Do be courteous to other participants	Don't make distracting sounds
Do speak clearly	Don't make distracting movements
Do keep body movements minimal	Don't cover the microphone
Do move and gesture slowly and naturally	Don't interrupt other speakers
Do maintain eye contact by looking into the camera	Don't carry on side conversations
Do dress appropriately	Don't wear noisy jewelry
Do make the session animated	Don't shout
Do be yourself!	

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