

# Video Conferencing

(Zoom, GoToMeeting, Skype, Microsoft Teams, Cisco Webex, Google Hangouts, Etc.)

All web-based video conferencing platforms are created with the expectation that each attendee will be using their own individual device. When groups meet in library meeting rooms and plan to video conference they will have differing levels of success based on their expectations. Please keep reading to help you know more about what to expect as you prepare for your meeting.

## **MEETINGS WITH LIMITED SPEAKERS**

Groups meeting with only a few speakers, will be pleased with how the video conferencing system works for them. Webcams are typically focused on the speaker. Webcams are typically also the microphone so the speaker will be easily heard by all attendees.

## **MEETINGS WITH MANY SPEAKERS**

Groups where many people will be speaking may encounter issues – especially sound issues.

- All speakers connected to the meeting with their own individual devices will be able to be heard well by all attending.
- Those physically nearest to the webcam/microphone in the meeting room will also be heard well by all attending.
- People further away (in the meeting room) from the microphone will not usually be heard by the remote attendees.

## CHOICES

Will the person speaking always be in front of the webcam/microphone? Or, are speakers willing to move close to the webcam/microphone when they speak?

- If yes, you should not encounter any sound issues for those attending remotely
- If no, those attending remotely will probably not be able to hear everything said within the meeting room itself. Plan on someone near the webcam repeating comments for all listeners.