

Effective Video Conferencing

Tips for Persons with Brain Injury

We're all trying to adjust to video conferencing. Whether for support groups, appointments with doctors and therapist, or as a way to see your friends and family, we're lucky to have this technology. But using it can be tricky, especially for people with brain injury who may struggle with processing delays, speech impairments, solving problems and being flexible. This cheat sheet is designed to provide hints and reminders about how to make the most out of your meetings.



Get Ready Early

- Test your hardware and internet connection before the meeting to make sure everything works; most video conferencing apps will help you test your microphone, webcam, and speakers to confirm that they'll work during the meeting.
- Make sure you have any passwords you might need.
- Close tabs or applications you don't need during the call to improve video performance, especially on older computers.
- Position yourself in a quiet place with your light source in front of you, think about what's behind you, and minimize distractions, like pets or other people.



Remember: Everyone Can See and Hear You

- Make sure what you say and how you act is appropriate to the conversation and for the group.
- If it's not your turn to speak during the meeting, keep your microphone muted.
- Do your best to pay attention. It is pretty obvious to everyone on the call if you are distracted or start doing something else while someone else is talking.
- Behave and dress for the call the same way you would for the in-person meeting.



Respect the Group and Use the Tools You Have to Contribute

- Make introductions, and identify yourself when you start speaking.
- If the video conference has a "chat" feature, you can use it to ask questions or make comments during the meeting without interrupting anyone who is speaking.
- If you aren't comfortable using the chat, feel free to raise your hand.
- Don't use the chat box to goof off with anybody or send inappropriate messages.