

TelePresence System Meeting Etiquette Guide



Australian Government

**Department of Finance and Deregulation
Government Network Services Branch**



Close the door to the TelePresence room.

Always close the door during a TelePresence session. Be conscientious of others working outside or in the area.

Do not open the curtains or blinds.

The curtains or blinds should remain closed during a TelePresence session. The TelePresence units are colour-balanced, and additional light may distort the quality of the TelePresence experience.

Avoid food and drinks in the TelePresence room.

Liquid spills may cause damage to the equipment especially around the microphones on the tables.

Sit facing your TelePresence screen.

The TelePresence 3000 table consists of three segments separated by power outlets located underneath the table. Please sit in your segment between two power outlets.

Close your laptop if not needed during the TelePresence session.

TelePresence rooms are equipped with a projector and a projection screen, so you may only need one laptop. If you need your laptop, then use it; if not, close it.

Loop your laptop power cord over the back and then underneath to the front of the desktop.

This arrangement hides the power cord from the other location, and less clutter appears on the desktop.

Do not stand up and talk.

If you stand up, other parties on the TelePresence call cannot see you, and you will appear headless.

Be conscientious of your appearance and manners.

TelePresence is designed to provide a lifelike meeting experience. Therefore, yawning, wiping your nose, adjusting your clothes, scratching, and biting your nails are all visible during a TelePresence session.

Do not block your microphone.

Your speech will be distorted if you block your microphone. Try to avoid placing equipment (such as laptops, books, etc.) in front of the microphones.

Speak using your normal voice.

The TelePresence microphones are calibrated to pick up your voice at any level. Speak naturally. There is no need to talk louder than normal.

Do not lean across the segments.

The TelePresence cameras do not move. Leaning across segments will distort your image across two screens.

Avoid walking behind the TelePresence unit.

Please avoid touching the wiring or disturbing any of the technology behind the TelePresence unit.

Do not touch the plasma screens.

To avoid marks that may distort the TelePresence experience, please do not touch the plasma screens.

Finish your TelePresence meeting on time.

Others may be waiting to use the TelePresence room. Please finish your meeting on time. A reminder notice will display on the TelePresence screen(s) and handset 10 minutes before your meeting is scheduled to finish.

Leaving the TelePresence room.

After you have finished your meeting, please leave the room clean and tidy, this will make it easier for the next attendee.