# Checklist for Video Conferencing

**Video conferences are a key medium for international exchange. There are many common mistakes, however, that can affect the quality of your video calls. We compiled a checklist that helps you to prepare for successful video conferencing.**

## Attending a video conference

✓ **PC** (if you use a laptop, make sure that it is plugged or fully charged)

✓ **webcam** (check it in advance), plain background, sufficient light

✓ **headset** / headphones / microphone (check it in advance)

✓ stable **internet connection**

✓ **login-data** at hand

✓ ask **other persons** in the flat not to disturb you

✓ close the **door** and **windows**

✓ close all **irrelevant programs** and deactivate **notifications**

✓ switch off your **phone**

## Hosting a video conference (in addition to the above)

✓ make a **list of all participants**

✓ create the **conferencing room** and **nominate co-hosts**

✓ send the **link** (and, if necessary, **password**) to the room to all participants

✓ join the conference at least **10 minutes before the meeting begins**

✓ **check your mails** to see if someone contacted you because of login problems

✓ **say hello** to the participants who join the conference and verify that their webcam and headset are working before the meeting begins

## Contact

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If you have any questions or suggestions for corrections,
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