

- How to schedule your video conference**
- Go to www.n3.nhs.uk/videoconferencing and login to N3 Meeting Manager
 - You'll need the time and date of the video conference, the name of the chairperson and the location of the other participants
 - You will then need to inform the invited participants of the date and the time of the video conference.



Types of meetings

N3 Video conferencing can be used for a wide variety of meetings where the visual element can significantly enhance a normal audio call, including:

- Executive broadcasts
- Multi disciplinary team meetings (MDTs)
- Training seminars.

Need help?

Call the N3 Conferencing Helpdesk:
0800 085 0503 option 4

www.n3.nhs.uk/videoconferencing



Tips for a successful video conference

- Draw blinds to block out the light
- Make sure that the room is well lit and people are not sitting in shadows
- Wear white or solid colour clothes
- Place the microphone in a central location
- Avoid any external noise, such as side bar conversations or tapping of pens
- Ensure correct audio levels from TV speakers to reduce echo.



Video conferencing checklist

- Can you be seen? Check self-view or picture-in-picture (PIP) to make sure you and any other participants can be seen
- During the call:
Speak clearly and act naturally, there is no need to shout
Address participants clearly by name
- Need to talk privately? Use the mute button if you need to have a private conversation
- Running out of time? Contact the N3 Conferencing Helpdesk at least 10 minutes before the scheduled end of your video conference to arrange an extension (subject to availability)
- Ending the call. Simply push the call end key on your remote. Please do not switch off the video equipment.

Plan ahead

- Before booking, contact all participants to ensure availability
- Appoint a chairperson and distribute an agenda
- Make a note of your booking reference
- Have the telephone numbers of the other sites readily available.

Be Prepared

- Arrive 15 minutes before the start of your video conference to familiarise yourself with all the equipment
- Arrange the room and ensure that there is enough seating
- Place the microphone and keypad in the middle of the table
- Mute the microphone until you are ready to start the call.

Video Conferencing Services

Meeting face-to-face with colleagues and patients nationwide is easy with N3 Video Conferencing.

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