Before you start:

1. **GET PLUGGED IN**
   If you are using a mobile device (laptop, tablet or smartphone) connect to power: videoconference services need a lot of power and will quickly drain your battery!

2. **HEADPHONES MAKE IT BETTER**
   Use headphones or earbuds, instead of the loudspeakers of your device. You'll avoid echo and make audio much better for everyone in the call.

3. **MIND (WHERE) YOU TALK**
   Use an external microphone or headphones with internal microphone. If you haven't one, move closer to the device microphone as you speak.

4. **BE IN THE SPOTLIGHT**
   Try not to have a strong light behind you (like a curtainless window). A front light is preferable for others to better see your face.

5. **SILENCE IS GOLDEN**
   Mute your microphone when you are not speaking. Otherwise your background noise could distract, cause echo, or break the speaker's voice.

6. **TO EACH THEIR OWN (TURN)**
   If you want to speak, use the "raise your hand" function and wait for the host to give you the floor. This will avoid overlaps and keep the discussion orderly.

7. **SHARE (BUT NOT TOO MUCH)**
   Use the "share" button only when you want to show your screen to all participants. Always agree this beforehand with the host.

8. **CABLED IS BETTER**
   Connect to a wired port! Even if the connection is good, if radio channels are heavily used the Wi-Fi can become unstable and make your videoconference experience poor.

9. **IMAGE IS NOT EVERYTHING**
   If the audio is poor and makes it hard for you to talk or follow what the others say, try to stop your video and go audio-only; you'll save bandwidth and improve quality.

10. **CAN'T TALK? JUST CHAT!**
    Many videoconference applications have a chat function: use it to communicate with others in case of audio problems.

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