Video Conferencing
Have you tried it?

www.glasgow.ac.uk
Video conferencing at Glasgow University

The University of Glasgow is committed to eliminating unnecessary travel by staff and reducing the impact of transport generated by the University on the rest of the community, the local and wider environment. This is demonstrated through the University’s Carbon Management Plan, its Travel Plan and the fact that it has signed the Universities and Colleges Climate Commitment for Scotland.

If we choose to travel on University business, this has a big impact on the local environment and the University’s finances. One of the ways in which we can reduce our business travel is by taking advantage of the video conferencing facilities that are available across the campuses. They are easy and convenient to use.

So the next time you are invited to a meeting, why not try video conferencing instead of travelling to that meeting?

Why Video Conference?

Video conferencing is a cost effective and practical way to communicate with colleagues in other locations without meeting physically.

It can satisfactorily replace face-to-face meetings, especially regular progress meetings or team meetings within or between organisations. It can be used for interviews, research collaboration, phd viva, teaching, attending committee meetings, contributing to conferences, etc.

It reduces business travel costs and the associated CO₂ emissions and can improve your productivity.

Where are the Facilities?

The main video-conferencing suite is located in room 317 of the James Watt (North) Building.

To book the facility, email video-book@it.gla.ac.uk

Most colleges also have their own facilities available to them. Please check with the College Secretary or College IT Manager for availability and booking procedures.

Fully-equipped lecture theatres are also available. These should be booked through Central Room Bookings, with a copy to video-book@it.gla.ac.uk. This will book assistance to use these central facilities, or contact the IT Helpdesk on 0141 330 4800 or helpdesk@it.gla.ac.uk

Top tips for successful virtual meetings

To make your video conference a success, consider the following:

- If you are setting up a video conference to (a) new site/s, have a 5 minute trial run and make sure a technician is on standby.
- Do make sure that you know when the video conferencing link is disconnected, or the microphone is on or off. Remarks made before or after the meeting that are supposed to be private might be transmitted to other sites.
- Look towards the camera. Directing your gaze elsewhere, for example, at a monitor or computer screen, sends a signal of untrustworthiness.
- Send a well-framed picture of the attendees to the other site/s. A picture of a room with some people in the distance does not convey a good impression of your organisation to others.
- Be very careful about noise as the equipment can easily pick up the sound of tapping pencils, clinking glasses and shuffling papers. In multi-site links, muting mics will help when not contributing.
- Don’t wear stripes or checks as they will strobe and be distracting.
- Don’t use a virtual meeting to convey lots of information – that can be done by email.
- Direct questions to the right person by saying their name at the start of every question.
- If you wear a wireless microphone for a video conference make sure you know when it is on or off, especially when taking a comfort break.
- When creating powerpoint presentation materials use large fonts and avoid loud solid blocks of colour.

Did you know that, in 2008, University staff travelled over 500,000 miles for business reasons using their own vehicles, emitting around 176,000 kg of CO₂ and travelled 13.75 million air miles, emitting over 2.5 million kg of CO₂?