**Check List for Video and Web Conferencing**

* **Lighting**
  + Lighting is well positioned. The most flattering light is at face level and from the side
  + Not too harsh, not too soft. Lighting is not so bright as to cause glare, but not so soft as to cause shadows or to create a sense of darkness
* **Background**
  + The background is suitably professional in appearance
  + Any distracting clutter is out of viewing range
* **Clothing**
  + Professional attire. This includes clothing that is not visible to parties while you are seated. You may need to stand up.
  + No busy colors and patterns
  + The right glasses. If you wear eyeglasses, wear non-reflecting ones as they will interfere with eye contact.
* **Position**
  + On-screen positioning follows the rule of thirds: Have your eyes about 1/3 down from the top of the screen, with your body centered
  + Shoulders and torso show. Your shoulders and your torso from the waist up, or less should be showing.
  + Not too close, not too far. Too close and your face will seem enormous; too far you will seem disengaged.
  + Webcam is positioned away from lights/sunlight.
  + Look and feel comfortable. Make yourself comfortable and relax. You may be in that position for some time.
* **Personal Presentation**
  + Watch but don’t stare. Work to maintain appropriate eye contact. Just as it is in face-to-face mediation, it is fine to look down at documents or periodically look away.
  + Calm movements. Avoid large or jerky movements. They may use excessive band width and create a blurring effect.
  + Remember, you can be seen and heard. Avoid the same side-activities as in person, eating included.
* **Check and Check Again**
  + Pre-mediation check. If using a platform with a self-view video pane, check your appearance before parties enter the platform
  + Ongoing checks. Periodically, during mediation, check to make sure your on-screen presence is still at its best.