

Connect and InPHA article - April 2020

A guide to participating in a video conference

In the current environment, the majority of such meetings are taking place via PEXIP, the video conference app. BSO colleagues have developed a technical guide to enable staff to utilise this resource which can be viewed [here](#).

To help support staff to lead and participate in a virtual meeting, the PPI Team has developed an additional guide to participating in and ensuring you have an effective video conference. This is part of the suite of Guides the team have developed to support Involvement between staff and also with service users and carers.

There are many benefits to participating in a video conference, including:

1. reduced travel time and costs;
2. optimised attendance;
3. structured meetings with improved communication;
4. increased productivity.

The 'participating in a video conferencing' guide provides some useful information. The first part of the guide helps you to identify what you need to do to access video conferencing software. The second part of the guide provides some hints and tips for participating in a video conference. This is particularly useful when many of us are currently working from home and need to consider the environment in which we are working.

The guide may be found on the Engage website [here](#) and all the PPI guides may be found [here](#).

ENDS

Supporting information:

- **Guide attached**

