

# ATM Room Etiquette

“That’s called a microphone. It’s a big sausage that picks up everything you say.” \*

Classroom microphones are very sensitive and will easily pick up most noises.

Try to avoid dropping things, coughing, shuffling papers, tapping the table, moving desks and chairs, or making other extraneous sounds.

Side conversations and even whispering are easily picked up and transmitted to all of the sites in the session. If it’s embarrassing or personal, don’t talk about in the ATM room.



If eating or drinking during a session, remember that the microphones will pick up the sounds, for example eating from a container and scraping it with a spoon or crunching loudly on potato chips.

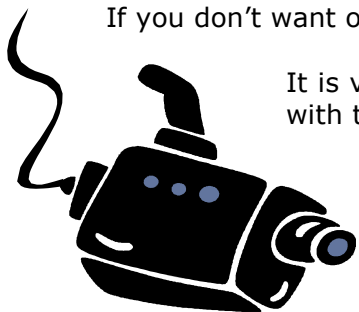
Out of common courtesy, turn off any pagers, cell phones, and other noise making devices. Not only can they be distracting, they can also interfere with the microphones.

In general, just talk and act naturally. It is not necessary to speak louder or slower.

## Smile! You’re on candid camera.

Be yourself, but assume you are always on camera, even when you are not speaking.

If you don’t want other people to see you doing something, then don’t do it.



It is very distracting to see viewers fidgeting, yawning, fussing with their clothes, or talking amongst themselves.

When speaking to remote sites, make eye contact by looking at the student camera instead of at the other people in your room. Pretend that you are talking to a good friend sitting across the room from you.

\* Charles, Prince of Wales, to his two-year-old son Prince William at his first press conference, *Newsweek* 25 Jun 84