

## DEAF AWARENESS TIPS

# VIDEO CALLS & MEETINGS



### Switch your camera on

Your colleagues may have hearing loss and need to see you in order to lipread and follow facial gestures.



### Mute your mic

Mute your mic when you're not speaking. This is really important as background noise can be distracting and confusing – but don't forget to unmute the mic before you speak.



### Say your name

Say your name before speaking so others can look at your face to lipread, if needed.



### Avoid background noise

Don't fiddle with things around your workspace during the video call – your mic will pick it up.



### Be visible

Keep still and stay close to the camera. Someone might be trying to lipread.



### Lighting

Ensure the room is well lit. This allows everyone to see your face.



### Eye contact

Make eye contact with the camera and maintain it while you're talking.



### Speak clearly

Talk clearly and make sure your entire face is visible on screen. Don't cover your mouth when you're speaking.



### No chewing

Don't eat or chew gum. It makes lipreading more difficult.



### Plain language

Use plain language and don't waffle. Make sure everyone is clear on any actions and next steps. If someone hasn't followed something you've said, try saying it in a different way.



### Check in

Has everyone at the meeting understood what's been discussed and have their expectations been met?

## Get more accessible

Find out more about business accessibility solutions from RNID. [Visit \*\*rnid.org.uk\*\*](https://www.rnid.org.uk)

Communication support | Workplace assessments | Deaf awareness and BSL training