

# **VRIS UPDATE**

## **Videoconference Etiquette Effective April 26, 2011 Number 312**

### **SUMMARY OF UPDATES**

We have developed a Videoconference Etiquette document for all staff to use when initiating or participating in a videoconference.

### **VRIS POSTING**

[Videoconference Etiquette](#) document has been posted to VRIS under the Data Center section. The list of Videoconference contacts for each office with their email and phone numbers has been posted along with the Etiquette document.

### **FORMS REVISED**

None

### **QUEST UPDATE**

None

### **MONITORING REQUIREMENTS**

None

### **TEAM COMMUNICATION**

This protocol should be discussed at team meetings to ensure that everyone understands their responsibility when participating in a Videoconference or when initiating a Videoconference.

### **LEADERSHIP CONTACT**

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