## Articles and references that relates to the phenomenon of web meeting fatigue

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Gianpiero Petriglieri and Marissa Shuffler about the large number of virtual meetings and the risk of getting exhausted by those (Jiang, 2020):

→ Minimize the number of daily virtual meetings by only inviting and participate in those meetings that are the most necessary.

→ Consider if a meeting is really the most efficient option to reach the purpose. Sharing notes can sometimes be a better option.

→ Spend some time at the beginning of each meeting to check the wellbeing of the participants. This is a way for us to establish the relation, to maintain trust and reduce fatigue and concern.

→ Building transition periods in between video meetings can also help refresh us by stretching, having a drink or doing a bit of exercise.

Susanna Toivanen on physical fatigue at a bad ergonomically designed workplace such as home often is, and to counteract depression and sedentary by having virtual meetings outside:

"The home is not an office workplace and we talk a lot about ergonomics, for a good reason. It is important to think of variety in order not to be sitting in strange working positions at the kitchen table. In order not to end up in situations that tire us out, it is also important to take breaks every twenty minutes to get recovery." (Delaryd, 2021a)

→ Take a break every 20 minutes for one's recovery.

"If it feels heavy and daunting and you may be tired both mentally and physically, it is important to take breaks and go out. Go for a walk or have your virtual meeting outdoors."

"It is important to take breaks during teleworking and go outside, or having lunch outdoors in the daylight and to get beautiful and positive visual impressions. It helps a lot." (Delaryd, 2021a)

→ Have meetings outdoors when possible. Go out for lunch.

The concern amongst union representatives is that one is working too much without taking enough breaks.

➔ A success factor for teleworking is that the organization works actively with i.e. video lectures with managers and weekly newsletters with tips on health and work environment at home. (Delaryd, 2021b)

Bailenson about the importance of video because you feel tension and fatigue in too many virtual meetings (Bailenson, 2021)

1) Excessive amounts of close-up video are highly intense.

→ Taking out of the full-screen option and reducing the size of the screen window relative to the monitor to minimize face size.











→ You can also use an external keyboard to increase the distance between yourself and the computer / the camera.

2) Seeing yourself during video chats constantly in real-time is fatiguing. This is something which according to Dr. Linda Kaye is largely due to us seeing ourselves on screen and wanting to present a good image for friends and colleagues (Kretchmer, 2020).

→ If you experience that seeing yourself as disturbing, you can hide your self-view video but still have your camera on for others to see you.

3) Video chats dramatically reduce our usual mobility.

→ Position the camera in a way that you can move around the room and still be visible and get an external keyboard for flexibility.

4) The cognitive load is much higher in video chats.

→ Turn off the video from time to time to have a break from the intensity of the video. Remember to inform and prepare the participants of this in advance. Especially during long stretches of video meetings, you can give yourself an "audio only" break.

## Gianpiero Petriglieri on socializing via virtual meetings (Jiang, 2020).

By using the same virtual meeting tools/place that you use for work when socializing you risk to associate it with a job situation. Above all, it is difficult to relax in larger groups outside the "close circle".

→ If you want to meet virtually in a social context and to be able to relax, you should limit the participation to a smaller circle of close colleagues and friends.

## Elaine Eksvärd about creating a good atmosphere in virtual meetings and avoiding ruling techniques:

→ Do not turn off the camera off while someone is speaking.

→ Do not have the camera turned off for the entire meeting. We need to see faces to interpret the right body language and the tone of voice. There are three extenuating circumstances for having the camera turned off: poor connection, ninth meeting of the day or a bad hair day (although we usually manage to comb ourselves at work).

→ Do not multitask. It is obvious that one is doing something else: one have a blank facial expression and one can see the flickering of different lights in the persons face while they visit different websites.

→ Avoid selective listening and do not send e-mails when others are speaking.

 $\rightarrow$  Do not "take over" the meeting with your own agenda.

→ Do not exhaust the participants – meetings should not last more than 45 minutes at a time, preferably with interaction.

→ Avoid the Power Point-marathon. Dare to interact and look at people.

→ Avoid a worm's-eye view where you only can see large nostrils on the screen. It is much better to keep the camera at eye level. To lie down in a virtual meeting is making yourself a little bit too comfortable.













## References

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