



CAPSTONE
PERFORMANCE SOLUTIONS
Integrated Systems Engineering

CAPSTONE PERFORMANCE SOLUTIONS, INC.

Etiquette Tips and Expectations for Video and Photography

Policy CPS-10

Effective Date: June 2026 | Version: 1.0 | Review Date: June 2027

Approved by: Dr. Tina Woodard, Ed.D., PHR | Founder & CEO

Copyright 2026 Capstone Performance Solutions, Inc.

capstonesolutionsinc.com | (404) 410-9570 | support@capstonesolutionsinc.com

TABLE OF CONTENTS

CONTENTS	
Etiquette Tips and Expectations for Video and Photography	2
Etiquette Guidelines	2
CONTACT	2
REVIEW	3



ETIQUETTE TIPS AND EXPECTATIONS FOR VIDEO AND PHOTOGRAPHY

ETIQUETTE GUIDELINES

When participating in training sessions where video and pictures will be taken, it is important to follow certain etiquette guidelines to ensure a professional and respectful environment.

-  Arrive on time. Punctuality is crucial; arrive early or on time to avoid disruptions, and set up any necessary equipment beforehand.
-  Be prepared. Bring all required materials, such as notebooks and pens, and review any pre-session materials or instructions.
-  Respect privacy. Understand and respect the privacy concerns of others. If you are uncomfortable being on camera, please advise the facilitator and follow any privacy guidelines provided by the session organizers.
-  Stay engaged. Actively participate in the session and pay attention to the speaker, avoiding distractions such as checking your phone or side conversations.
-  Be mindful of your surroundings. Keep the area around you tidy and ensure your background is neutral if you are on camera.
-  Limit movements. Minimize movements that might distract others or the recording, such as getting up frequently or fidgeting.
-  Microphone etiquette. Mute your microphone when not speaking, and speak clearly and at a moderate pace when contributing to discussions.
-  Ask questions appropriately. Wait for appropriate times and use the provided channels or session protocol for raising questions.
-  Be aware of non-verbal communication. Maintain good posture and eye contact with the camera, and use positive body language and facial expressions.
-  Respect intellectual property. Do not share or distribute materials, videos, or photos from the session without permission, and credit trainers and organizers when discussing session content.
-  Provide feedback. Offer constructive feedback if requested, focusing on how the session can be improved.

CONTACT

Any participant requiring support during the Leadership Excellence Institute or has suggestions for improvement, should contact:

- Dr. Tina Woodard, Founder & CEO: twoodard@capstonesolutionsinc.com | +1 (404) 410-9570
- Kajal Jain, Chief Technology and Security Officer: support@capstonesolutionsinc.com

REVIEW

This policy is reviewed annually. Next scheduled review: June 2027.
