

Etiquette for Virtual Meetings 101



Holding a Virtual Meeting:

- Prepare an agenda
- Make sure your technology is working correctly
- Keep the meeting short and concise
- Schedule a start and end time

Joining Your Virtual Meeting:

- Join the meeting on time or a few minutes early
- Make sure you are in a quiet area
- If joining after the meeting has started, wait for the conference leader to ask who joined
- Mute your phone or computer when you are not speaking



Monitor your Surrounding

- Lighting:
 - * When you are using a platform where you are video enabled make sure you use as much light as possible.
 - * Avoid having the majority of the light behind you (if the light is behind you, all your colleagues will see is a silhouette).
 - * Be mindful that ceiling fans can create a strobe effect
- Choose a location that is free of distractions for you and your co-workers.
- Make sure your background is appropriate for a business situation: Don't embarrass yourself in front of your co-workers. That means:
 - * Make sure your co-workers don't see piles of dirty clothes
 - * Remove inappropriate posters or knick-knacks
 - * Children running wildly through the house
- Leave the keyboard alone!
 - * The sound of your typing could distract others who are in the same meeting
 - * If you need to take notes, use a pen and a notebook

Verbal Communication:

- Speak slowly and clearly
- Speak louder than you normally talk: Make sure your voice carries so it is picked up on your microphone

Non-Verbal Communication:

- Get dressed - be professional and courteous by dressing appropriately and combing your hair
- Mute your microphone when you are not talking