# Virtual Meeting Etiquette

A few guidelines and tips to help keep our meetings productive and professional.

Getting Started

- **When you enter please mute yourself.**
  - If you join after the meeting has started, consider saying a quick "Hi!" to let the team know you've arrived, just be sure not to interrupt someone mid-sentence.
  - Tip: Use the spacebar to mute/unmute yourself during the meeting.
  - *Remain muted when you are not speaking and unmute to indicate you would like to speak, then mute again.*
- **Audio:**
  - **Use headphones** to reduce background noise whenever possible.
  - Use one mode of audio - using both your computer and phone will create feedback.
- **Video**: Turn on the camera if you're comfortable doing so - we are here to connect and seeing each others' faces is a gift.
- **Customize**: If you are using a phone or a **shared account** you may need to add your name, here's how:
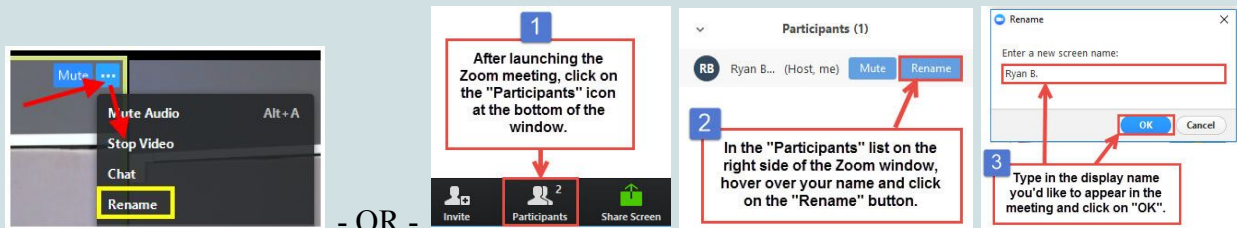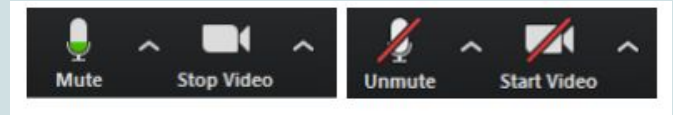
- **Surroundings**: Be aware of background objects that are visible on the video screen to ensure your setting is work-friendly and appropriate for your audience.
- **Lighting**: Adjust your work setup so that you face a window or are exposed to plenty of light.

During the Meeting

Take care of yourself. Take care of your family.
Many of us are managing the needs of family members while working from home. Please do your best to attend to the meeting as much as possible, step out when needed (mute and turn off video), and be patient with colleagues who may need to step out at times too.

- **BE Mentally Present**

- **Focus on listening:** We will have an assigned notetaker so you can be fully present, participating in the discussion.
- Join the conversation! From the **participant screen** you can raise/lower hand, applaud, vote yes/no, and more
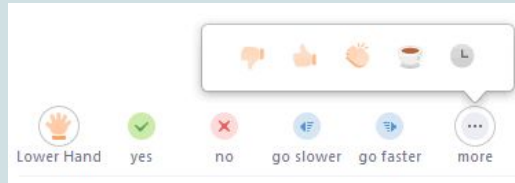
- **Ideas and Links:** Please add notes and links into the meeting agenda rather than the chatbox so we can all refer to them later.

- **BE Physically Present**
  - **Make an effort to stay seated and stay engaged to the extent practical:**
    - Use technology as a tool, not a distraction.
    - Resist the temptation to text, check email, or carry on a side conversation during a dull moment in a meeting. If you do, you might miss out on key information or an opportunity to give input.
  - **Other tips to consider:**
    - Look at the camera when speaking - it takes a bit of practice since you may want to look at the other participant's faces, but looking at the camera will mimic the in-person feeling of eye contact.
    - Body language - sit up straight, lean in or consider standing. Engage and show support with smiles, nods, thumbs-up. Be mindful of facial expressions that show disagreement or disinterest.