

VIRTUAL MEETING GUIDELINES



Camera & Audio Etiquette:

- **Camera On** (if possible): Encouraged to foster engagement and connection.
- **Mute When Not Speaking:** Prevents background noise and distractions.
- **Use Headphones** (if possible): Improves audio quality and reduces echo.

Punctuality & Preparation:

- **Join on Time:** Aim to join a few minutes early.
- **Test Tech in Advance:** Check your internet, camera, and microphone.
- **Have Materials Ready:** Be prepared with documents or notes you may need.

Communication & Participation:

- **Use the Chat Thoughtfully:** For questions, links, or side comments.
- **Raise Hand or Use Reactions:** To avoid interrupting others.
- **Be Present:** Avoid multitasking; give the meeting your full attention.

Environment & Appearance:

- **Professional Background** (if possible): Use a clean or virtual background.
- **Good Lighting:** Ensure your face is clearly visible.

Meeting Conduct:

- **Stick to the Agenda:** Respect time and stay on topic.
- **Be Respectful:** Let others speak, avoid interrupting.
- **Follow Up:** Take notes and follow through on action items.