

TIPS FOR PARTICIPATING IN A VIRTUAL MEETING

Ten tips for participants:

1. Log or dial in a few minutes before the start of the meeting.
Avoid interrupting the start of the meeting
2. Make sure there are no background noises/distractions before joining.
Barking dogs, TV, radio
3. Put your phone or speaker on mute right away. Don't forget to unmute before speaking!
Typing, coughing, whispering, background noises etc. can be heard
4. Use your video camera if you are comfortable with it and choose a plain background, if available.
Presenters prefer to see attendees to gauge understanding and interest and build community
5. Always identify yourself before speaking.
"This is..."
6. Use a handset/headset, not the phone speaker, or computer microphone option, when available.
Your voice comes in louder and clearer
7. Speak loud and clear so everyone can hear you.
See #6
8. Stay concise and on topic.
Follow the agenda/slides
9. Unless otherwise instructed, hold questions until the end.
Write them down
10. Keep personal issues and questions until after the meeting.
Keep the agenda timing on track. (See #8 & #9)

