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)*