

# GENERAL GUIDELINES FOR VIRTUAL MEETINGS



Please read the following document carefully. The information provided below is key in your being able to engage fully in a virtual meeting.

Here are some suggestions:

1. Participate fully and critically in online learning. This means coming prepared with thoughtful questions, using the technology available to you, and making sure you do the individual work in order to get the most out of the group time.
2. Be patient when engaging in new online meeting platforms. There is a learning curve, and it is okay! Do your best to engage with the technology.
3. Be intentional about tapping into the knowledge of the online community.

## ONLINE MEETING ETIQUETTE



### Video Etiquette

With the shift in meeting/training format, there is also a shift in how you display your engagement as a member of the virtual community. When you attend an online meeting, it is highly recommended that you have your camera ON and that you are visible onscreen. This means having your head and shoulders in the camera frame, not just the upper half of your face. Additionally, please make sure that you are appropriately covered. One of the bonuses of the online format is the ability to do meeting in comfortable clothes, however, you are still entering a communal, professional meeting space, and there are boundaries to ensure that you are maintaining a sense of professionalism. We suggest you wear a work-appropriate top paired with whatever you find most comfortable.



## Audio Etiquette

Please make sure that you find a workspace that helps you to focus. Sitting in the living room with the television on, sharing public space with others, and/or the dog barking right next to you is not conducive for helping you engage. Your meeting-mates will understand that some situations cannot be helped – during this time you may have a lot of adults, kids, pets and the like packed into the house, however, do your best to set up a temporary workspace that is conducive for learning.

In addition to giving yourself a quiet, focused space, please also help your meeting-mates have a focused meeting space by **muting your microphone** if you are not speaking. Having everyone's microphones unmuted creates a lot of noise even in the best of circumstances and using mute helps to reduce extra distractions. When you'd like to speak, simply turn on the microphone and then back off (mute) when you are done. This is going to slow down communication a bit, however, it can also help everyone to slow down and have mindful conversations. Do not let the muting/unmuting process stop you from bringing your questions forward – even if that means stopping the meeting for a moment to make sure that your concern/question/ thought is heard! You can either raise your actual hand on the video or, if your online platform allows it, you may be able to raise your hand virtually. As you get used to contributing, doing so will become more natural.



## Chat Etiquette

Aside from verbally posing questions or concerns to the meeting, you will also have an opportunity to type things in a chat. This can be powerful if you'd like to pose a question in the midst of a training or discussion without interrupting the speaker. It is important to note: The chat should not be used for private conversations. It is okay to make brief comments/greetings that serve to connect the community, but these off-topic comments should be reserved for specific times. Refrain from off-topic comments while the presenter or a meeting-mate is speaking or while a meeting discussion is underway. You are also expected to maintain respectful, professional etiquette over chat. If you would not say it to someone standing right in front of you, you should not say it over type.