

## Virtual Meeting & Conference Call Tips & Best Practices

### 1. Connect early to be ready

Testing your connection, audio and video quality ahead of time to allow for troubleshooting. Always be on time.

### 2. Attend with the same etiquette as a face-to-face meeting

Arrive to the meeting/call early to avoid any unforeseen technical difficulties. Do not invite others to meetings that were not originally invited by organizer without permission – you can always loop them in by email after the meeting.

### 3. Dress appropriately

Always be camera ready and present yourself professionally. You never know when you are needed in a virtual meeting.

### 4. Be aware of your surroundings

Clean up your video area. Adjust your work setup so that you face a window or are exposed to plenty of light. Make sure your background is professional and work appropriate.

### 5. Mute your microphone when you're not talking

To avoid noise interference from conflicting microphones and/or external sounds.

### 6. Silence your other devices prior to the meeting

This will prevent unwanted interruptions when you are unmuted or speaking.

### 7. Speak clearly and speak up

Not all audio quality is equal. Speak slowly and enunciate. If appropriate, briefly state your name.

### 8. Look into the camera to make 'eye contact'

If you have dual monitors, make sure you are facing the monitor with the camera (usually your laptop screen). Use attentive body language and sit up straight.

### 9. Stay seated and stay present

It may be tempting to check your inbox or check your text messages but don't do it! You might miss out on key information or an opportunity to give input.

### 10. No food allowed

Try to eat a snack before your virtual meeting. Eating during any meeting is inappropriate.

### 11. Interruptions happen

It's appropriate to turn off your camera to address interruptions or change locations if necessary.



**REMEMBER:** Attend virtual meetings and conference calls with the same level of professionalism as if you were attending face-to-face.