

Virtual Meeting Decorum

Your Surroundings

Use your computer instead of your phone.
Position yourself in a well-lit location.
Be aware of your surroundings, so that they are not distracting.

Engagement

Be present.
Actively participate.
Be alert.
Be visible. (Turn your camera on).

You

Be dressed appropriately.
Avoid eating and drinking.
Mute yourself when you are not talking in the meeting.
Don't position yourself too closely to the camera.
(No one wants to look up your nose).

Meeting Hosts

Have an agenda.
Be brief.
Start the meeting a few minutes early.
Always test your equipment before the meeting.
Be prepared for technical difficulties.
Monitor the participants in the meeting.
(Mute and remove as needed).
Monitor the chat.

