



Virtual Meeting Tips



1 Before the meeting

- ✓ Pick a place with little distraction
- ✓ Treat this like any in-person meeting
- ✓ Wear clothes that you would normally wear to an in-person meeting
- ✓ Light should be in front of you (not behind you)
- ✓ Close window blinds behind you

Be on time

2



- Join the webinar a few minutes early
- Be ready to participate

4 Use Chat or Q&A



This keeps attendees from speaking over one another.

MUTE until it is your turn to speak

3



- Reduce background noise.
- Listen when others are talking.

5 Ask to speak



When you are called on, unmute yourself, say your name, and ask your question or make your comment.

Be Prepared

6



- Review meeting agenda and documents in advance of meeting



- Do not multi-task



- Keep on topic and stay engaged