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

2. **Be on time**
   - Join the webinar a few minutes early
   - Be ready to participate

3. **MUTE until it is your turn to speak**
   - Reduce background noise.
   - Listen when others are talking.

4. **Use Chat or Q&A**
   - This keeps attendees from speaking over one another.

5. **Ask to speak**
   - When you are called on, unmute yourself, say your name, and ask your question or make your comment.

6. **Be Prepared**
   - Review meeting agenda and documents in advance of meeting
   - Do not multi-task
   - Keep on topic and stay engaged

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