



Etiquette Guidelines for Virtual Meetings

SECTION 01

Tips for Administrators

- ✓ Make sure everyone knows about the presentation/meeting well in advance.
- ✓ Send reminder one day before.
- ✓ If attendance is required, send second reminder to participants just an hour before starting .
- ✓ If you feel the need, conduct dry run with at least one presenter the day before.
- ✓ As the admin of the meeting: take notes, vet questions, and communicate with presenter as needed.

- ✓ Login a minimum of 15 minutes early. Welcome participants as they arrive.
- ✓ Introduce the meeting or presentation 2 minutes after scheduled start. Set the ground rules at this time, including letting others know how questions will be handled (audio, breaks, comments, questions).
- ✓ If the conference is in the form of a meeting, make sure any follow-up is clearly assigned to the appropriate person.
- ✓ Send out recording, resource materials, etc. within 24 hours of your meeting.
- ✓ Jot down lessons learned, and consider hosting a live discussion or informal Q & A for the future.



“ Remember! If you are doing the talking, look into the camera lens and not at yourself or others on the screen. ”

SECTION 02

Tips for Speakers

- ✓ Make sure the camera on your device is at eye level, not higher or lower. Tilt the screen slightly forward to eliminate the ceiling.
- ✓ Check your framing and lighting and make adjustments before admitting participants
- ✓ Make sure you have optimized your internet connection if you are using WIFI by rebooting your router/modem and rebooting your computer within 24 hours of your presentation.
- ✓ Use a microphone lavalier (preferred) or headset with mic, not earbuds with a cord.
- ✓ Do a practice run offline in advance to make sure your timing is right. Cut or add material as needed.
- ✓ Look into the video camera instead of your screen as much as possible. Looking into the eyes of the participants greatly improves engagement and comprehension.
- ✓ Conduct a dry run with your administrator the day before. You don't have to go through your whole presentation, but get familiar with the software and make sure it's working properly.
- ✓ Log or call in at least 15 minutes early. Before joining, close out any applications on your computer to help optimize your WIFI connection.
- ✓ Do not use pre-recorded video in online meetings because of internet connection issues, the video may be choppy and will not sync properly. It can be very frustrating for the viewer. If a pre-recorded video is part of your presentation, send the video to participants as a link before or after meeting.
- ✓ Do not read your slides. Best practice is: big fonts and as few words as possible--it's up to you to explain, elaborate, and engage.



“ Don't lean forward or back on virtual meetings. Since cameras have a wide angle lens you need to stay parallel to the screen or your head wil look distorted in size. ”

SECTION 03

Tips for Attendees

- ✓ Make sure you have access to the conferencing software the day before your attendance. Your platform may require a update or download.
- ✓ Call in a few minutes early. If you are joining in late do not speak up while others are speaking, wait to be acknowledged. Do not move around or make adjustments distracting others.
- ✓ If using a phone for your audio instead of your computer or tablet, make sure to mute your device to avoid having an echo.
- ✓ Don't interrupt.
- ✓ Do not multitask if your video is on, do not look at phone or email.
- ✓ Do not get up or move around distracting others. Turn off your video if you need to tend to distractions, emails, children or pets.
- ✓ Do not eat or drink during meeting.
- ✓ Check your framing and lighting before signing on.
- ✓ Keep yourself muted unless asked to respond.
- ✓ Sit up straight, shoulders above hips. Do not lean back. If the meeting is long, use a pillow behind your back for support.

- ✓ Use body language such as smiling, nodding or thumbs up to engage.
- ✓ If possible work from a quiet, carpeted room and use an uncluttered, neutral background. Tidy up or move things out of the background if necessary.
- ✓ Create good lighting toward your face. Avoid being backlit. No windows behind you unless they have curtains or blinds that close.
- ✓ Use laptop, or tablet, not a smartphone for video. If you must use a phone, place on a tripod.
- ✓ Raise your webcam to eye-level. No one should see your ceiling.
- ✓ If your internet connection is weak, reboot the router and the computer.



“ Unless you have called a lunch meeting, never eat on camera! If you have low blood sugar, turn off your camera, eat, and then come back on. ”



Give your team the tools they need to thrive and succeed. This guide can help you to clarify your expectations and best practices for your organizations's virtual meetings. Use it as is or as a blueprint for creating your own set of expectations. Consider polling your employees to get valuable input for additional guidelines.

As an experienced trainer/speaker I can help your team improve their virtual meetings or presentations.

Go to kimfoley.com to learn more about one-on-one or group sessions.

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