

# Virtual Meeting Guidelines



Put your best (virtual) foot forward with these Dos and Don'ts for ensuring online meetings run smoothly and efficiently for both fellow presenters and viewers:



## Know your device and technology

Before attending a meeting, familiarize yourself with the online platform's capabilities. Know where to find the chat window, how to raise your hand, and share your screen. Be aware of audio and visual settings on your device and adjust accordingly. Ensure Wi-Fi is connected. Set up a test meeting to run through the features and ensure everything is in working order.



## Pay attention to surroundings

Ideally, your virtual meeting space is a quiet room with a door you can close. Where that's not possible, avoid high-traffic areas where others may need to pass through. Adjust your computer/device setup so you can maximize natural light by facing a window or position a light source behind your screen. Avoid distracting backgrounds or use your virtual meeting platform's blur filter so you're the only thing in focus.



## Dress for success

Dress as though you're attending an in-person meeting, and avoid jewellery that might make noise when you move your hands or type.



## Keep your mic muted when not speaking

Unless you're the one speaking, keep your microphone on mute to ensure any background noise can't be detected and distract from what's being said.



## Turn on video

Showing your face during the meeting helps attendees connect in the online environment. But be sure to follow the meeting organizer's direction – in large groups, the preference may be to turn video off, unless you're speaking.



## Be aware of non-verbal communication

Facial expression, hand gestures and body language can all be detected on video. Be mindful of how this can influence online communication. When speaking, look directly into your camera so attendees have the impression you are looking at them.



## Avoid multitasking

Close any tabs or windows you don't need. Shut down email and stash your phone away, making sure it's on silent. Avoid eating during virtual meetings, but have a glass of water nearby if you need it. Do your best to avoid speaking to people in your home environment and banish barking dogs. If you must address someone or something in your environment, mute audio and visual while doing so.



## Use the chat window and raise your hand to speak

The chat window can be used to ask a question or respond to another attendee's questions or comments without interrupting the overall flow of the meeting. You can also virtually raise your hand to indicate to the meeting organizer that you have a question to ask. Follow the meeting organizer's direction for your turn to speak, then unmute your mic and turn on your video.