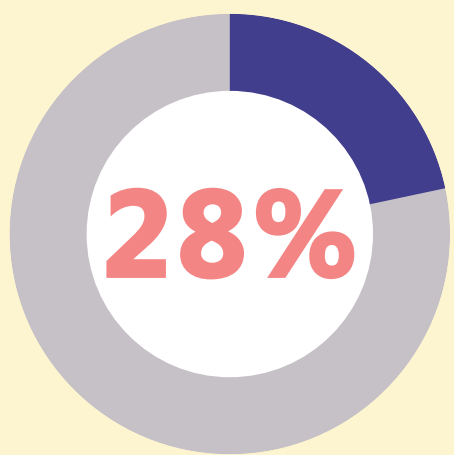


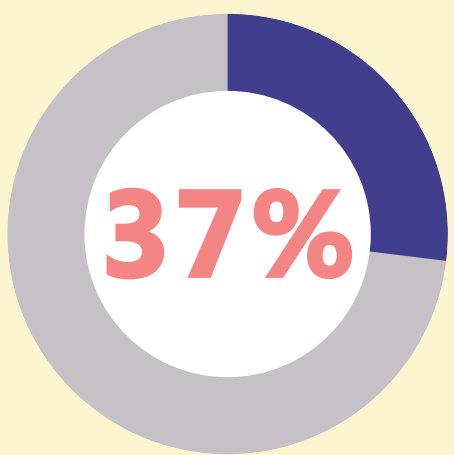
12 TIPS FOR VIRTUAL MEETING ETIQUETTE

KEEPING IT REAL

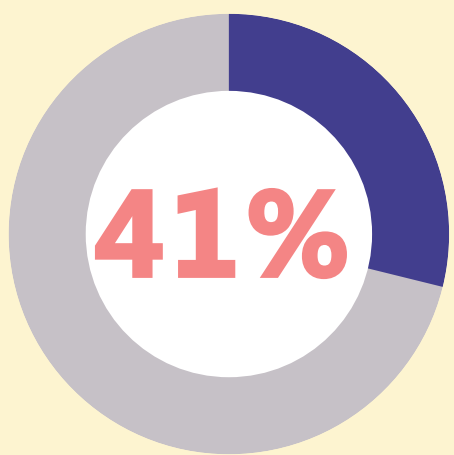
Not everyone is familiar with remote working technology or etiquette, which has led to some funny and embarrassing outcomes.



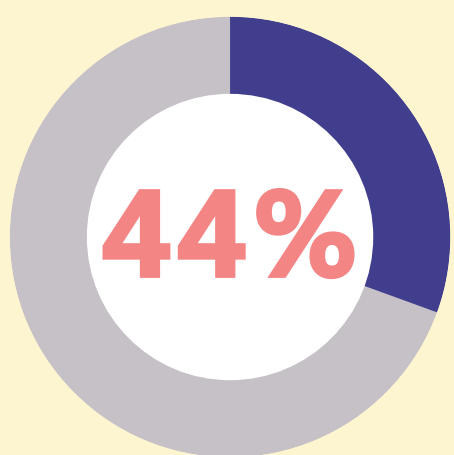
Talked to someone else in the room with them while the mic was on



Forgot to hit the mute button



Made awkward noises



Signed on to video meetings without realizing that their cameras were on

HERE ARE SOME TIPS TO AVOID THESE SITUATIONS



1. Make sure everything works

- Test your technology before the meeting begins



2. Get organised

- Make an agenda and share it beforehand



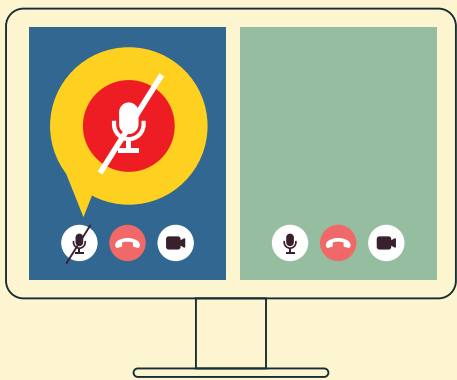
3. Be aware of your background

- Make sure your background is professional and free of mess
- A relatively blank one works well and decreases distractions



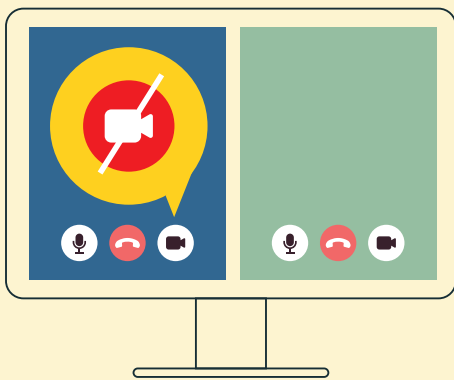
4. Dress appropriately

- Getting dressed as if you were going into work will help you get yourself in the right headspace to be productive



5. Mute your microphone when you are not talking

- This will reduce background noise and allow clearer communication



6. Turn off your camera if it is not talking/necessary

- This will help increase internet bandwidth



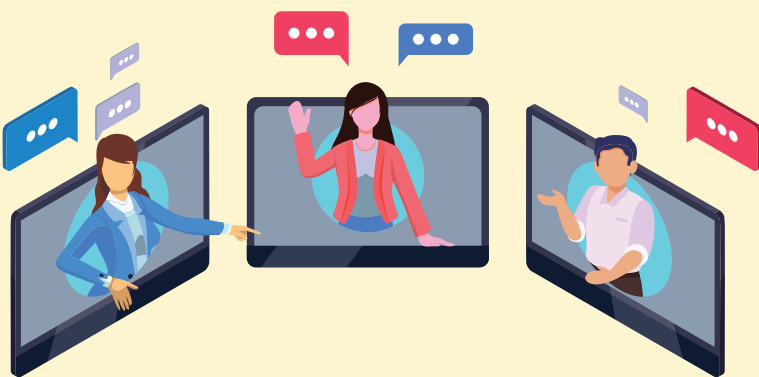
7. Try not to multitask

- Stay focused and try not to check news, social media, or emails during calls



8. Be seated and stay present

- If your webcam is on, use attentive body language: sit up straight and keep your eyes on the screen to show you are listening



9. Don't talk constantly

- Constant chatter will be distracting to the speaker



10. Don't interrupt

- Wait for someone to finish talking before you chime in



11. Try not to check your phone

- Turn off your phone or put it on vibrate



12. Don't be late

- In the case that you are late, join silently and follow the flow to cause minimal disruption

