

## Virtual Meeting Etiquette for a Successful Meeting

These recommendations are to lesson distractions to enable all participants and attendees to focus on the information being presented.

### All participants

- **Mute your microphone** – To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- **Be mindful of background noise** – When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers. Try using the [Krisp app](#) to reduce background noise in any communication app.
- **Position your camera appropriately** – If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- **Limit distractions** – You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- **Avoid multi-tasking** – You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on projects until after the meeting ends.
- Take time to understand the **types of roles** you have and in what way will be participating ([host, co-host, panelist, attendee](#))
- **Dress appropriately** – Get yourself geared up by brushing your hair, and not dress too casually to create a good environment that readies you to work.
- **Be aware of your surroundings** – Make sure you surroundings are orderly, appropriate and has good lighting
- **No food** – Have meals before the meeting and refrain from snacks during. Drinking beverages are okay. Yet be mindful of how and when you are being viewed.
- **Test your equipment before the meeting:** microphones, headphones, monitors, computer software, phones, chair and desk setup etc.

### Hosts and Panelists

- **Be patient** with audiences when explaining online platforms and give verbal guidance on where tools are before and during meetings
- **Be mindful** and access needs around sensory issues, such as extremely loud videos, and no flashing graphics and videos
- **Use plain language** during the event and avoid using jargon.
- **Leave time to process** information, such as a 10-minute break every hour or so
- **Offer the option** for anyone using chat boxes to have their messages read aloud to everyone during the event
- **Prepare materials in advance** – If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

## Hosts, Co-Hosts, and Panelists Screen Sharing

- [Sharing your screen](#)
- [Video layout options while screen sharing](#)
- [Switching Windows During Screen Sharing](#)
- [Optimizing a shared video clip in full screen](#)
- [Sharing Computer Sound During Screen Sharing](#)
- [Screen Sharing a PowerPoint presentation](#)

University of Pittsburgh. (2020, March 4). Zoom Meetings: Etiquette and Best Practices [ Blog post]. Retrieved from <https://www.technology.pitt.edu/blog/zoom-tips>

GoToMeeting. (2020, March 20). The 7 Rules of Virtual Meeting Etiquette Every Professional Should Know [ Blog post]. Retrieved from [https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/?\\_ga=2.230837279.1867035038.1588606165-1625189467.1587045329&\\_gac=1.154139978.1587047126.Cj0KCQjw4dr0BRCxARIsAKUNjWTsiPYHa8VVQggt-E\\_yGzJ1S7wFA7-a5WTbrB00m2DGREPALbnevtMaAsG4EALw\\_wcB](https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/?_ga=2.230837279.1867035038.1588606165-1625189467.1587045329&_gac=1.154139978.1587047126.Cj0KCQjw4dr0BRCxARIsAKUNjWTsiPYHa8VVQggt-E_yGzJ1S7wFA7-a5WTbrB00m2DGREPALbnevtMaAsG4EALw_wcB)