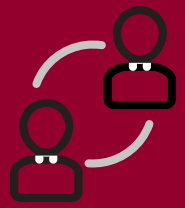


# Virtual Meeting Tips



## 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

## Be on time

## 2



- Join the webinar a few minutes early
- Be ready to participate

## 4 Use Chat or Q&A



This keeps attendees from speaking over one another.

## MUTE until it is your turn to speak

## 3



- Reduce background noise.
- Listen when others are talking.




## 5 Ask to speak



When you are called on, unmute yourself, say your name, and ask your question or make your comment.

## Be Prepared

## 6

-  • Review meeting agenda and documents in advance of meeting
-  • Do not multi-task
-  • Keep on topic and stay engaged