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

2. Be on time
- Join the webinar a few minutes early
- Be ready to participate

3. MUTE until it is your turn to speak
- Reduce background noise.
- Listen when others are talking.

4. Use Chat or Q&A
This keeps attendees from speaking over one another.

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

6. Be Prepared
- Review meeting agenda and documents in advance of meeting
- Do not multi-task
- Keep on topic and stay engaged

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