



## Be Prepared

Send the agenda, documents and links early to ensure everyone is ready to participate.

## Check your Technology

Test your audio and video settings work as expected.  
Practice using platforms and programs.



## Lead with Purpose

The purpose and size of the meeting should guide its structure.  
Is it for disseminating information or for collaborating?  
Is it small and manageable, or large and requiring moderation?  
Can you run it by yourself, or do you need assistance?

## Virtual Meeting Etiquette

# 1

### TAKE YOUR TURN

Use the mute button and only turn it off when speaking.

# 2

### STAY FOCUSED

Turn off the notifications on your computer and phone to avoid disruptions.

# 3

### BE PRESENT

Pay attention and avoid multitasking. Maintain eye contact by looking toward your camera.

# 4

### BE PATIENT

Speak clearly and adjust your pace. Allow extra time for people to respond. Be aware of internet lag and screen freezes.

### Check your surroundings

Check your camera angle.  
Minimise background clutter to reduce visual distractions. Consider using a virtual background. Be aware of ambient noise.

### Be Targeted

Keep meetings short and targeted.  
20-30 mins is good to avoid fatigue.

### Schedule breaks

Limit time spent in online meetings.  
Schedule regular breaks in between.



## Be Kind

Participants can attend from anywhere.  
Accommodate for different circumstances and individual situations.  
Expect the unexpected.

## After the Meeting

Send a summary or share notes taken.  
Ensure actions agreed to by participants in the meeting are clear.

