

# Virtual Meeting Etiquette

## Prepare ahead

Test your connection, and familiarize yourself with the video-teleconferencing software before the meeting. If you have not used the software or haven't used it on the phone or computer that you will be using, test the connection the day before. Choose a quiet spot to sit and make sure that you will have privacy during the meeting so that there will be no background distractions and so that you can speak up. Shortly before the meeting is due to start, set up your space, close doors, get comfortable, and adjust your headset or computer screen.

## Turn off other technology

Even if you're taking notes, the sound of your typing is distracting. Your laptop's internal microphone is inches away from your keyboard. Turn off the email alerts on your computer. The constant pings are distracting for everyone. Put your phone in airplane mode or on vibrate. You should not answer a phone call unless it is an emergency.

## If you are on webcam

Dress appropriately and be aware of your surroundings. Adjust your work set up so that your face is well lit. Don't sit in front of a window. Make sure your background is professional and work appropriate. If you are calling from home, make sure no domestic clutter is visible in the background -- no beds (unmade or made), no messy rooms, no passers-by.

Use attentive body language — sit up straight, don't make big extraneous movements, and don't let your eyes wander too much.

## Get on the virtual meeting early

The virtual person should always arrive at the meeting well before everyone else. Make sure that your camera and microphone are working. Say hello, and then just hang out. Enjoy watching people arrive.

## Mute your microphone when you're not talking

Please keep your microphone muted when you're not speaking. Ambient noises are magnified on speaker, so that coughing, clearing your throat, tapping your pencil, etc. become very distracting. When magnified by two or three attendees, these noises can make it hard to hear the actual meeting.

NOTE: If you are logging on through your computer, the mute button will be very obvious. MHLS staff will find out how to mute on a phone call.

## No food or drink

Even if you are not on webcam, we can hear you!

## Speak up

Speak loudly. It won't sound that loud to other participants, and people will appreciate being able to hear you.

## Stay seated and stay present

<https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>

<https://esajournals.onlinelibrary.wiley.com/doi/full/10.1002/bes2.1290>

<https://www.nten.org/article/9-best-practices-engagement-virtual-meetings/>

<https://www.insidehighered.com/blogs/technology-and-learning/8-tips-remote-people-mixed-site-virtual-meetings>