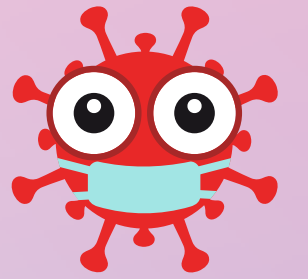
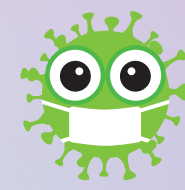




ONLINE MEETING ETIQUETTE



To have meetings wherever you are does not mean there aren't basic guidelines you should follow. Here are some meeting etiquettes everyone should observe



JOIN EARLY

Make sure your microphone and camera are working properly.

DRESS APPROPRIATELY

You'll also put yourself in the right headspace to be productive.

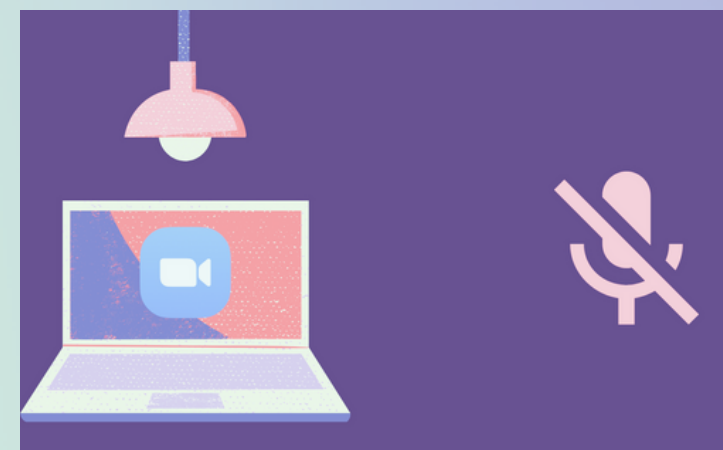


BE AWARE OF YOUR SURROUNDINGS

Make sure your background is tidy, professional and work appropriate.

MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING

Avoid noisy distractions while others are speaking.



STAY SEATED AND STAY PRESENT

Sit up straight, don't make big extraneous movements and always give your attention.

MINIMISE DISTRACTIONS

Avoid rustling papers, eating or making other distracting noises in the background.



GIVE GRACE

Be patient with participants and allow some grace to any miscommunications.

PLAN FOR AN EFFECTIVE WRAP-UP

End with a quick recap providing decisions made and actions agreed on.

