Virtual Meeting Etiquette

1. Treat a virtual meeting just as you would if you were in a face-to-face meeting.
2. Dress as if you are in the office, or at least appropriately. You never know if you'll need to get up suddenly or your camera falls off the monitor.
3. Setup:
   a. Make sure the area behind you is organized. Get rid of distracting artwork on your walls, which can prevent your team from focusing on what you are saying.
   b. Adjust your camera before the meeting. Position it at eye-level and on the monitor you are using for the conference. It is unflattering when the camera is either too low (double chin alert!) or too high, and when you are looking at another screen while on the call.
   c. Make sure you are in a quiet area. Limit the background noise (e.g., kids, pets, etc.)
4. Joining:
   a. Join the meeting on time or a few minutes early.
   b. If joining after the meeting has started, wait for the conference leader to ask who joined. This will prevent you from possibly interrupting the presenter and further disrupting the meeting.
5. Audio:
   a. Keep your microphone on mute if you are not actively engaged in a conversation.
   b. Be aware of your microphone settings, as you do not want to start a monologue while on mute.
6. Video:
   a. Limit your movement when you speak and look into the camera. This gives a better impression than a side view
   b. Avoid excessive use of your hands or off-camera motion, and don't put your face too close to the camera.
   c. Limit your getting up and walking around while showing video
   d. When presenting look at your camera as if you were looking at your audience in a room
7. Behavior:
   a. Avoid multitasking (checking email, eating, drinking, etc.), and give your full attention throughout the meeting and encourage participants to do the same.
   b. Mute mobile phones, turn off notification sounds, and minimize other applications like email or Jabber. Your colleagues can easily tell when you are not completely involved.
   c. Don't have side conversations. If you wouldn't do it in an in-person meeting, then you probably shouldn't do it in a virtual one. It is distracting even if you are on mute.
   d. Never place the meeting on hold, simply drop and rejoin when you can.
8. Speaking
   a. Identify yourself before you speak. Otherwise it's difficult to know who is speaking.
   b. When speaking, keep your points clear and concise.
   c. Don't interrupt other speakers while they are presenting. If you have a question that cannot wait, type it in the chat window so that it can be addressed later.

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WebEx Technology Check

We will be using Cisco's WebEx, if you are unfamiliar with WebEx please review the information on Cisco's webpage, Get Started with Cisco Webex Meetings for Attendees

If you would like to try a test meeting go to Cisco's WebEx essentials for working remotely page and scroll down to "Join a Test Meeting"

Resources:

Video Conferencing: Do's and Don'ts, Cisco Canada: https://gblogs.cisco.com/ca/2018/09/28/video-conferencing-dos-and-donts/

Leading Virtually, The Ohio State University Wexner Medical Center

WebEx Etiquette, Cisco: http://webexmip.webex.com/mip/ecolab/downloads/Etiquette.pdf

Getting Started with Cisco WebEx Meetings for Attendees: https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees

WebEx Essentials for Working Remotely: https://www.webex.com/webexremoteessentials.html#webex-meetings