Online Meeting Etiquette

What is the proper way to participate in a virtual meeting?

Be Patient
There are many possible tech issues on both the host and the participants ends, and getting frustrated won't solve them.

Allow Wait Time
If the host asks a question, there may be extended silence (a delay) before someone answers. This is normal. Be patient with each other.

Consider Appearance
Dress appropriately and make sure the space behind you does not contain any inappropriate visual materials.

Keep your audio off (muted) unless you are speaking to the room.
When your papers rustle or your dog barks, it can be very distracting for everyone else in the zoom meeting.

Use Clear Communication Signals.
When necessary, a nod, thumbs up or down, or smile may all be appropriate to communicate with others. Raise your hand clearly or use the "raise hand" button. Do not overuse the chat feature while others are speaking.

Keep Your Camera On (where possible)
Not only does it prove that you are actively participating, it promotes unity and cohesiveness, whilst making others feel more comfortable. It's nice to see your face,

Be Punctual
Log on early to ensure your audio and camera are working so that the meeting can start on time.

BE RESPECTFUL & KIND

Find The Best Environment
Your surroundings will need to have minimal distractions, be private and well lit. No-one else should be on your screen.

Stay on Task

Remember:

~ All chats, even private, are visible to the host of the zoom once the meeting ends.