

TOP 5 VIRTUAL MEETING ETIQUETTE COMMITMENTS

To build credibility and show your team you care



1

GREETINGS AND PRESENTABILITY

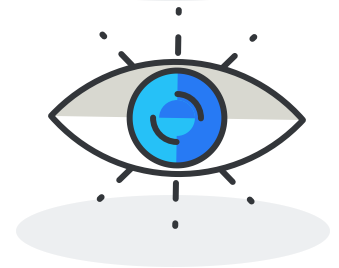
Say hello to team members via chat or camera at the start of the meeting. It creates the right energy for the meeting to run smoothly. Make sure that you are presentable personally especially if everyone has their cameras on.



2

POSITIONING AND EYE CONTACT

Position yourself about 2.5 or 3 feet away from your screen. That way, your team can see more of you which makes it easier to read your body language. When it's your turn to speak, remember to look into your camera, not at the multiple distractions on your computer screen.



3

COMMIT TO THE GOAL OF THREE

If it's important you attend the meeting, then plan to contribute. Make it a goal to share three ideas, ask three questions or make three comments. This will keep you engaged and active throughout the meeting.



4

CHECK YOURSELF

Don't eat during your video call unless it's a virtual lunch or happy hour. Use the mute button when you're not speaking if you're anywhere with a lot of background noise. Show your team members you are listening by using emoji's, chat, checkmarks or claps.



5

BE PATIENT

Many times there can be a delay. If someone doesn't respond immediately, give them a few seconds. The slow response may be an audio delay or people may be trying to unmute themselves.

