

# Meetings Tips

for attendees

## 1 BEFORE MEETING

- Test your technology
- Review agenda and materials



## 2 YOUR ENVIRONMENT

- Choose a quiet, well-lit space
- Use a virtual background



## 3 DRESS FOR YOUR CALENDAR

- Consider how formal the meeting is when choosing what to wear
- When unsure, ask someone



## 4 ATTENDANCE

- Join the meeting on time
- Let the facilitator know if you will be late or absent



## 5 VIDEO

- Keep your camera on
- If you need to turn your camera off, share that you are still participating
- Mute your microphone when you are not speaking



## 6 VIRTUAL COMMUNICATION

- Pause or raise your virtual hand to talk
- Use nods, facial expressions, and virtual reactions to show engagement



## 7 ACTIVELY ENGAGE

- Avoid multitasking
- Speak up with your ideas and questions
- Use chat to ask questions or share thoughts



## 8 AFTER MEETING

- Follow up with any questions, concerns, or feedback
- Provide promised information or homework by their due date

