

## Virtual Meeting Etiquette when joining as a Participant

A successful virtual meeting requires participants to be diligent about a number of behaviors. Accepting responsibility for and adhering to the following practices will help ensure a productive meeting and engaged participation.

- **Joining the Meeting.** Join the meeting on time or a few minutes early to ensure that all software and connections are working correctly. Enter muted. Enter any virtual meeting with your mic muted and camera off. Others might already be engaged in Conversation
- **Know how to use the virtual meeting technology** - Participants should make sure they are trained on all the technologies being used to support a virtual meeting. Most Internet collaboration tools offer online training modules. Also request a test session from the meeting organiser to familiarise with the technology before the meeting day for example install the desktops application for Zoom, Teams, Webex, Go to meeting etc., practice screen sharing, mute/unmute, chat, Raise hand etc.
- **Limit background noise** - Mute phones unless speaking. Be aware of background noises and avoid subjecting the rest of the participants to these as much as possible.
- **Mute your microphone** when you're not talking during the meeting. This will help eliminate any feedback or background noise that can be heard in your environment. In case you have slow internet connection, switch off your Video to have a better audio clarity and optimise bandwidth for the virtual meeting and when speaking in the meeting you may turn on your Video.
- **Identify yourself** - Knowing who is participating in a meeting and who is speaking at any one time is critical to a successful meeting. Participants should identify themselves when joining a virtual meeting e.g. ensure that each participant is listed by name and organization or State for easy identification.
- **Speak clearly and audible** - Virtual attendees do not have access to body language and other non-verbal cues to help determine intent, meaning, interest or agreement. Therefore, Speakers should speak slowly, clearly and audible, Speakers should pause often to allow others the chance to break in to ask questions or voice their opinion. Do not speak while others are talking and avoid interrupting other speakers. Ask for clarification on any point or issue that isn't clear due to issues with sound or lack of face-to-face feedback or consider using the chat box and Raise Hand function available in the virtual meeting platform being used.
- **Don't Multitask.** Don't work on other tasks (like checking email) during the virtual meeting to reduce getting distracted away from the meeting.
- **Troubleshooting technical glitches.** Check that you are unmuted before you speak and consider turning on your video. If unable to hear the speaker use the chat to raise the issue. If its only you faced with the issue or any bandwidth challenges, consider dropping out of the meeting and rejoining.