

Remote Meeting Etiquette

- ❖ There are literally hundreds of videos and websites that can help you with technical issues. Set up your equipment and make sure it works **before** the meeting.
- ❖ Arrange your camera so we can see your face.
- ❖ Lighting should come from the front. Avoid bright lights or windows behind you.
- ❖ Turn off “auto-tracking” or “auto-zoom” features in your camera. Likewise, turn off “auto-framing” in Zoom: Settings > Video & effects > Auto-framing OFF
- ❖ Keep your microphone muted unless called upon.
- ❖ Refrain from eating, picking your teeth, or picking your nose during the meeting. People really don’t want to see this. If you must eat or pick, turn off your video.
- ❖ Don’t interrupt the speaker with a comment or question. It’s not polite when you are in person either.
- ❖ Raise your hand and wait to be recognized.
- ❖ Be on time.