

VIRTUAL MEETING RULES

Virtual meetings can be tricky! Think about it: the technology is confusing, attendees aren't paying attention, people talk over each other...but a few ground rules can really help.

- 1 Everyone has a chance to speak
- 2 Everyone mute themselves until it's time to speak
- 3 Meeting work only - NO MULTITASKING
- 4 Use the chat room to ask questions and share information
- 5 If speaking, state your name first. End with "thank you"
- 6 Give the most important points first
- 7 One conversation at a time
- 8 Silence means agreement
- 9 Do not use your speaker phone
- 10 Speak slowly and clearly
- 11 Patience and a sense of humor are required