

## MEETINGS

### VIRTUAL EDUCATION SESSION ETIQUETTE GUIDELINES

#### BE PREPARED

Attending a virtual event requires some additional preparation and set-up time when it comes to your tech.

Here are few tips to ensure a smooth online experience:

- > Review resources provided in advance (e.g., agenda, readings, activity instructions, etc.)
- > Find a location that will work for you. Consider:
  - > Comfort and ergonomics: *If possible, position your camera at eye level and ensure you are centered in the screen. Be aware of your surroundings and ensure your background is appropriate for a business setting.*
  - > Noise levels
  - > Lighting
  - > Proximity to power source: *Plug in your devices to avoid battery drainage.*
- > If you're using a platform for the first time, familiarize yourself with the tool. Test your technology, including video camera and microphone/headset, before the meeting is scheduled to start.

Troubleshoot: if you're having trouble with your connection, if possible, plug your computer directly into your modem for the strongest signal and most stable internet connection. If you're using Wifi, try to minimize the number of people sharing the Wifi during the virtual event.

#### BE RESPECTFUL

Meeting manners are just as important in virtual events as they are in-person.

- > Treat fellow virtual participants and speakers with dignity and respect.
- > Avoid negative or inflammatory comments. Keep inclusion and diversity top of mind (e.g., avoid using stereotypes, be careful with your humour and examples, etc.).
- > What are the expectations about use of video for this event? Make sure to know in advance and plan accordingly (e.g., appropriateness of dress, virtual background, etc.).
- > Mute your microphone when you aren't speaking to minimize background noise, and avoid eating while on camera.
- > Be prompt. Sign on to the meeting early, and return from breaks on time.
- > Speak clearly (remember to unmute!). It can be harder for others to hear during virtual meetings.

#### BE PRESENT

Stay engaged and present and be an active participant.

- > Silence notifications on your devices, including your phone.
- > Close any non-essential apps or browser windows to eliminate distractions. If use of video is expected in the session, turn on your camera so that others can see you, especially when you're speaking.
- > Listen carefully to instructions and follow directions for how to ask questions (e.g., hold questions to the end of the presentation, etc.)
- > When used appropriately the built-in chat feature is a great way to pose questions to the speaker or other participants, but don't let it become a distraction.

Virtual session participants are also reminded to abide by BCNU's Climate Goals, Social Media Etiquette Guidelines and Code of Conduct - Members.