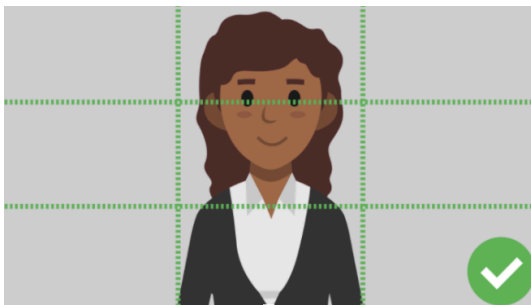




Virtual Meeting Best Practices

Use the below best practices to help optimize your next virtual meeting.

- **Use the virtual meeting tool that will best meet your needs:** How many people will present during your virtual meeting? Will you need to record your meeting or share your screen? Before your virtual meeting, consider what your needs are and find a tool that will accommodate them.
- **Prep, prep, and prep some more:** From testing your virtual meeting technology before the start of your meeting (e.g., ensuring you have a stable internet connection, ensuring your audio and video work, making sure all participants have downloaded and are comfortable using your meeting tool) to ensuring your virtual meeting takes account of participants that may be in different time zones, address any potential problems to have a smooth experience.
- **Before the action, think about your lights and camera:** Prior to any virtual meeting, make sure you are in a quiet place, you are set up in an area with adequate lighting, your camera is clear and focused on you (apply the rule of thirds by placing yourself where you are framed in the center of the camera; see below for a reference), and your background setting (or video background) is not distracting.



- **In-person meeting etiquette still applies:** During your virtual meetings, avoid engaging in other tasks (e.g., checking your phone), do not make noise while others are speaking (consider muting your line when not speaking), and practice the same etiquette you would use if your meetings were happening in person.