

Social Expectations for Virtual Meetings

- Virtual meetings and conference calls are professional environments; conduct yourself as you would during a face-to-face meeting or discussion
- Join the meeting on-time. Late participants are distracting.
- Everyone participating in the video/call must do the following at the beginning of the meeting:
 - State your name, title, and role for participation
 - Any additional people in the same room during the meeting should be announced to the group. This includes family members, etc. To the best of your ability, your own family members should not be present.
- It is recommended that all participants use live video. Live video supports active participation and the flow of conversation, builds trust, and further supports confidentiality.
- Announce to all participants at the beginning of the meeting if recording will occur.
- Focus on the conversation and remain engaged. Multi-tasking is not appropriate.
- Specific expectations for video conferencing
 - Identify anyone who is participating who is not on camera
 - Even if your camera is off, you should be properly dressed/groomed in case you would need to be seen or would accidentally turn the camera on
 - If your camera is on, be aware of your camera angle. Is the camera pointing up your nose or at another unflattering angle?
 - Keep your microphone muted, unless you are speaking
 - Use the chat box, as needed, to ask questions if you are listening to a meeting and aren't expected to be verbally contributing
 - Be aware of what is behind you if your camera is on. Neutral backgrounds are best and less distracting to your colleagues.
 - Pets/children should be kept out of meetings, as best as possible
- Expectations for a phone conference
 - Identify yourself at the beginning of the call
 - Identify yourself when you are speaking, particularly if the call has a large number of people
 - Identify any other people who may happen to come through the room or be listening to the call. To the best extent possible, keep children and pets out of meetings.
 - Be aware of background noise that may interfere with the call
- Relax and engage with the participants. The goal is to communicate, just as you would be doing in person. Focus on the purpose of the meeting.