

Meeting etiquette is a set of guidelines that people apply when participating in either in-person or virtual meetings. Virtual meetings are those held via the computer, phone, or other device. These rules consist of helpful reminders to be respectful and professional to everyone attending the meeting. This allows the participants to value each other's time, ideas, and comfort.

Meeting Guidelines:

- Email all participants the meeting invitation. Pre-set agenda/goals for the virtual meeting.
 - If you receive an email notification, make sure to RSVP in a timely manner and review the agenda.
- If virtual, include if the participants are expected to be on camera in the meeting request. (Note that cameras should be on for one-on-one meetings.)
- Assign a role for participants, if necessary. (For example, is a notetaker or presenter of particular information required?)
- Take notes with pen and paper. Do not take notes with a computer/other device or record unless approved before the meeting.
- Ensure you have the proper software, app, etc., before the day of the meeting. This applies to joining virtual meetings or presenting in person.
- Wear appropriate clothing as you would to an in-person meeting, including pants/dress/skirt and shoes. Dress for the occasion!
- Take note of and modify your surroundings. Have the virtual meeting in the most optimal, private setting.
- Test your internet connection, screen, equipment, volume levels, and anything else you might need to access or to participate in a meeting.
- Arrive or connect a few minutes early.
- Keep track of time during the meeting and have the meeting conclude as close as possible to the time set in the meeting invitation.
- All participants should be introduced if they have not previously met.
- Keep your hands off the keyboard or other devices (so as not to distract/be distracted nor accidentally lose connection, etc.).
- If virtual, look at the camera during the meeting and speak clearly.
- If virtual, mute yourself unless you are speaking. Background noises can be distracting.
- Do not interrupt others, to the best of your ability. Use the virtual chat feature to ask questions, raise your hand, or excuse yourself, as needed.
 - If you need to stand up or leave the room quickly, make sure to turn your camera off until you return.
- If you need to leave a meeting early, notify the organizer or participants before the meeting, if possible.
- Give your full attention to the meeting and those speaking. Do not perform other tasks such as eating, emailing, and checking socials.
- Plan breaks for lengthy meetings and/or virtual trainings.
- Summarize meeting highlights before the end. If necessary, send the meeting recap to all participants.
- Check virtual meeting policies before the meeting. Many employers and groups have specific rules. Review and use these guidelines.
- Remember to use respectful verbal and body language at all times.