

ONLINE MEETING ETIQUETTE



ATTENDEES

- Pre-prepare any points you would like to raise



- You may wish to join 5 minutes early to test your audio and video before the meeting starts and familiarise yourself with the features



- Avoid any noisy activity while you are in the meeting eg. typing if you are not on mute



- Try not to multi-task, so that you can stay focused



- Look at your webcam, not at the screen so that people can see you



- Consider your lighting, it should come from the front or sides for clear visibility and your camera is at head height or above



- Keep your background clear of distractions or use a backdrop – you may wish to move items before a call or test a virtual background



- Use gestures and mannerisms you would normally use in person



- If you are not talking mute out, to avoid background noise



- Don't have side conversations, as this can be disruptive



- Think carefully before you use the chat function, are you happy for it to be recorded, could it be taken out of context, is it better to raise your comment after the meeting once you have had time to reflect



- If you struggle to sit for a long period of time consider using a surface where you can stand e.g. a kitchen worktop



- If you have to eat, be on mute or off screen



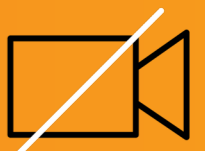
- There are a couple of keyboard short cuts – Alt + M allows you to mute and Alt + S allows you to share



- Try turning your video off if your connection becomes unstable



- If you intend not to use your video for technical or privacy reasons let the chair of the meeting know so they can adapt the meeting accordingly



- It is important to have pauses in your speech and allow others to contribute



CHAIRS

- Review your host controls and settings ahead of the meeting



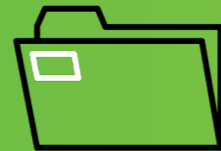
- Are you going to record the meeting? Let attendees know and remember this can be requested in FOI or data protection <https://www.essex.ac.uk/staff/it-services/getting-the-best-from-zoom>



- Only invite people who need to be there



- Prepare any material you wish to share in advance



- Have a slide when people join outlining the expectations/ground rules of the meeting e.g. mute out when not talking, when will you take questions



- If you wish to share your screen, test it out before hand



- Have an admin chair set up as a co-host to support you with functionality and take notes



- Introduce everyone on the call at the beginning



- Consider if people may wish to withhold their video for technical or privacy reasons and how this may impact the meeting



- Help everyone to focus, you may wish to disable the chat function if you feel it is a distraction, this can be done before the meeting



- If you wish to use the chat function explain clearly at the beginning of the meeting how it can be used constructively without causing distraction



- Understand your group size, if over 25 should it be a webinar? If you change your mind a meeting can be changed to a webinar



- Have a break if the meeting goes over an hour



- Consider 50 minute meetings to allow others to have a break before joining other Zoom calls



- Plan how are you going to deal with any questions



- Think about how you can ensure everyone in the meeting gets to speak



- Think about the layout of your meeting room if some individuals are together and some are on Zoom



- Ensure you have secured your meeting to prevent unwanted guests



- Do you wish to use the poll function to engage attendees during the meeting?

