



## MEETING GUIDELINES



### **BEFORE YOU JOIN THE CALL**

**Send your Meeting Report to the President and Recording Secretary**

Close unneeded applications on your computer to keep the video optimally functioning.



**Be in the Zoom Waiting Room at least 5 minutes before the meeting starts**



### **SILENCE YOUR CELL PHONE**

**You will still be able to see if you receive a necessary call or text**



**Don't sit in front of a window - being backlit makes you harder to see.**



### **POSITION YOUR WEBCAM AT YOUR EYE LEVEL**

**If needed, your video quality can be dramatically improved with more lighting if it is in front of you. An extra nearby lamp is usually helpful.**



**MUTE YOUR MICROPHONE** whenever you aren't speaking

[It's usually in the lower left corner of your screen]



### **RAISE YOUR HAND WHEN YOU WISH TO SPEAK**

[or use the "raise hand" feature that is usually at the bottom center of your screen]

**WAIT TO BE CALLED ON**



### **STAY ATTENTIVE**

**Avoid Multi-Tasking, as you might learn something new or miss an opportunity to tell others a great idea you have**



### **WHEN TALKING**

**Unmute your microphone and look directly into the webcam**

When unmute, be mindful of your background noise such as shuffling papers, pets  
When you are done speaking say something like "That's All" or "I'm Done" or "Thanks"