

Virtual Meetings - Etiquette & Expectations

Working from home or remotely does not come naturally for everyone, and everyone's homelife is different. To maximize participation, efficiency, and success of virtual meetings, follow these seven suggestions:

- Send step-by-step instructions on how to join the virtual meeting. Support those who need extra assistance to join the meeting successfully.
- Create an agenda for the meeting and send it out in advance.
- Identify main speakers and make sure they understand the information they're responsible for presenting.
- Communicate participation expectations: Dress code and in-home work setting.
- Plan pauses for questions.
- End with a summary of meeting, takeaways, and action steps.
- Post and share materials from the meeting for review in a shared drive.

**EVERYONE IN THEIR
VIRTUAL MEETINGS
RIGHT NOW**

