

# Effective Virtual Meetings



## Appearance

### Lighten up your space

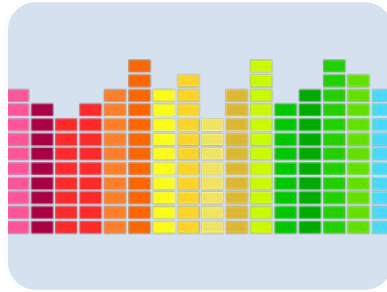
Lighting should be in front of you. Backlit spaces will cast shadows over your face.

### Check the background

Ensure that the space behind you (what others will see) is tidy and neat. Make sure that you do not have anything offensive, private, or overly personal showing on your webcam. Use a virtual backdrop if necessary.

### Get strategic with camera angles

Place your computer so that others see you from the shoulders up. Make sure that you are not “hovering” over others on the webcam or looking up at them from below.



## Sound

### Quiet, please

Let those who are sharing physical space with you know that you have a virtual meeting. Make sure you know how to mute in the event that you are unable to avoid background noise in your physical space. Also, quiet other types of distractions, too.

### Listen up

Make sure that your internet connection is strong enough to support your virtual meeting. In some cases, if you are experiencing “spotty” audio, it may be helpful to turn off your video – or try calling into the meeting instead of using your computer audio.



## Engagement

### Bring your energy

Even though you are separated by distance, you can still engage with enthusiasm. Make sure that you prepare appropriately for your virtual meeting so that your best self shows up. Remember to smile!

### Let’s hear from everyone

Give everyone online an opportunity to share and contribute. Be cognizant of the time allotted for the meeting and share to add value, leaving space and time for others to do the same.

### Just roll with it

Remember that, despite our best-laid plans, the unexpected will happen. That’s okay!

