

VIDEO CONFERENCING ETIQUETTE



- Mute your microphone when not speaking.



- Be on time.



- Ensure your technology is working correctly before the session.



- Use a virtual background if you are in a location that may be distracting (e.g., restroom, busy household, restaurants, etc.)



- Wear appropriate clothing.



- Sit in a place with good lighting.



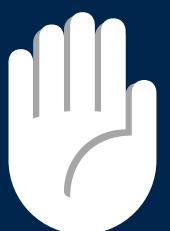
- Sit tall during the session.



- Focus. Do not text, email, or eat while in session.



- Stay during the entire session.



- Wait for your turn to speak. In large groups, use the chat function to ask questions.