Virtual Conferencing Etiquette.

You are on live video – be mindful of your actions and surroundings, unless you don't care that people see you pick at your face or see your messy kitchen.

Keep your distractions to a minimum. If you are working from home, everyone understands that kids, spouses, animals, and other distractions happen. Take care of your family and pets, but set boundaries with people living with you.

Be attentive – other distractions from home can get in the way. Create your work space in a comfortable and quiet environment if possible.

Identify yourself when you speak. Mute your mic when you aren't talking.

Be patient with people who don't have technical skills. They may not know how to use zoom or other technological resources. Help to educate them offline.

Be patient with poor internet. It's really hard to have a productive meeting when the internet causes long pauses in the conversation.

Be patient with people speaking over each other. Everyone will get their turn.

If you are the host – remember a few things there too:

- Keep to your time limit – let your participants know it's ok to get up and stretch if you need to.
- Make sure you unmute participants if you ask for input (if participating by phone the host can mute you without you knowing)
- Be the facilitator. Make introductions when appropriate. Be sure that every voice is heard when multiple people start talking at once.



Put on a smile – it increases value to the meetings

COLORADO STATE UNIVERSITY EXTENSION