

VIDEO MEETING ETIQUETTE

Before the meeting:

- Clear and simple meeting invitation – include instructions how to join!
- Make sure your workspace is suitable for video meetings
- Meeting agenda
- Share meeting material preferably before the meeting
- 50min meetings – keep it short
- Check your meeting audio and video settings before joining

During the meeting:

- Be on time!
- Turn on your video and zoom in properly
- Mute your microphone when not speaking & speak one by one
- Meeting or workshop chairmanship
- Always think of the remote point of view
- Remember that multitasking is inefficient.

Meet people – not slides!



“Yes, you kind of look like Mick Jagger.
Well, back to the meeting.”