Basic Virtual Meeting Etiquette

- Be on time or early. At the very least inform others if you are excessively delayed.
- Figure out how to join and use whichever virtual meeting tool is used BEFORE the meeting.
- Avoid excessive ambient / background noise.
- Use a headset for better audio and to prevent microphone/speaker feedback loops.
- Mute yourself when not talking, especially if background noise is unavoidable and if your microphone is not noise cancelling.
- Decent internet connection:
  - If you connect to your router via WiFi, be near the router.
  - In many countries cellular 3G & 4G networks are unreliable due to over subscription. Don't be that person who constantly loses connection.
- Camera on is better to connect with everyone (especially initially).
- Don't eat / drink / vape etc. with your mic on – no one want's to hear it.