Tips for Online Meetings: Participants

In Advance

Technical/General Concerns

- Use high-quality equipment, including a noise-canceling headset.
- Have back-up tech/tools available in case of tech failure.
- Use video if you will be presenting anything.
- If using video, ensure you have sufficient lighting. Also consider having a screen behind you to reduce visual distraction.
- Set up in a quiet space, keeping background noise to a minimum.
- Test your technology, lighting, and connection *before* start time.
- Disable tones and announcements.

Language-Barrier Concerns

- Tell the meeting facilitator if you would benefit from a back channel (group chat or instant messaging) for non-native language comprehension.
- Request video-based meetings to enable lipreading.

During the Meeting

- Mute yourself when not speaking.
- Make note of questions to ask during the "parking lot" period.
- For optimal engagement, avoid updates that involve reading from a script. Convey items that don't require discussion in another medium such as email or group chat.
- Strive to engage in the meeting without dominating. Respect any requests to postpone further discussion until later.
- Make note of and commit to action items assigned to you.