

- **Be on time and make sure your equipment is functioning properly**

This one should be standard with any meeting, video or otherwise. However, when you're dialing in to a video conference, it's especially important. While you might be able to get away with sneaking into a physical meeting late, everything is more visible in a video conference. Test your video and audio before the meeting starts. Allow even more time in case there is something to download beforehand or in case you have an unexpected update.

- **Choose a quiet location**

It's easy to forget that there is a mic picking up not only your voice, but everything around you. If you live on a busy street, if your meeting coincides with trash pickup, if you live next to a preschool (or it sounds like it), choose a different room to take the meeting.

- **Place pets in another room**

A giant perk to working at home (is having your pet around you). However, if your dog has a tendency to bark, your cats constantly battle for dominance put them in a different room. Your colleagues do not want to hear that, not only over your voice, but over anyone else's. And be sure your pets are secured away/quiet before you call in to the conference call.

- **Wear work-appropriate clothing**

- While it might be tempting to work in your favorite sweatshirt all day, consider wearing professional attire to any video conferences you're attending. You don't have to wear anything fancy but choose something that would be appropriate if the meeting were face-to-face, rather than virtual.

- **Be prepared**

It's bad conference etiquette to be called on and be unprepared. Just because it's on a platform/phone doesn't mean your meeting prep is any different. Have notes next to you, and bookmark anything you need for reference. Clear your desktop of unnecessary files. If it's a check-in or update meeting, discuss your current project and any recent accomplishment. Be clear and concise, and if you're uncomfortable with speaking to a group, practice beforehand. Let attendees know that if they have questions, you'll answer them.

- **Pay attention and don't let yourself get distracted during the meeting**

You might be tempted to work on other tasks, check emails or work on your PowerPoint presentation during video conferences. It will be obvious that you aren't paying attention if you constantly appear to be fidgeting, moving around, or gazing elsewhere while someone else is talking. Not only does research suggest only 3% of people can multitask effectively, but you also look rude to your participants. Taking notes on the content discussed during the meeting is fine, but other activities should be avoided.

- **Don't keep your mic on if you're not speaking**

If it's not your turn to speak during the meeting, keep your microphone muted. Otherwise, your video conference call will stream the sounds of your movements. This is especially important if you tend to fidget loudly, or if you happen to be in a place that isn't very quiet like a coffee shop or maybe your home. These background noises can be very distracting and interrupt your co-workers when it's their turn to speak.

- **Look into the camera**

A common mistake is looking at the video feed instead of the camera when speaking to a remote participant. While it may seem like the right thing to do, it actually makes it appear as if you're looking off and not paying attention. This will make you come across as more aloof and less professional. Looking into the camera lens is the equivalent of looking into the person's eyes, so practice doing so until you're comfortable with it.

- **Don't talk over each other. Use the chat function to ask questions**

If you have questions regarding the presentation or what was presented use the chat function if it has one.

- This way, you and your colleagues can submit all the questions you want during the meeting without audibly interrupting anyone who is speaking. The presenter or meeting host can answer those questions at their convenience because the questions will be viewable by everyone in the chat message sidebar.

- **Speak up**

Always speak clearly and loudly (but of course, don't shout), and ask if you can be heard by everyone. This isn't the time to mumble or speak softly. When you start talking always identify yourself.

- **Silence isn't always golden**

Don't forget to unmute yourself when it's your time to talk, or everyone will see your mouth moving, your arms gesticulating but won't hear you. Someone (or all) will let you know, and everyone will laugh.

- **No sneaking out**

In a virtual meeting, there's enough flexibility for you to attend part of it and then jump off. If you have a conflicting appointment, tell everyone at the start of the meeting or send an email ahead of time.