



VIRTUAL MEETING ETIQUETTE



The
Manitoba
Teachers'
Society

Consider how you can contribute to a positive, efficient, and productive virtual meeting.

TO-DO CHECKLIST



PLAN AHEAD

Check what is visible and not visible in your video display. Choose a location that is well lit, but avoid positioning yourself with a window behind you.



START ON TIME

Coming in late distracts participants and disrupts the flow of the meeting. Make sure your equipment works so that you are able to join the meeting at the start time.



MIND THE MUTE

Mute your microphone at all times other than when you are speaking. Be aware that shuffling papers, typing, coughing, eating, digital notifications, and background TV sounds can be heard by others.



AVOID DISTRACTIONS

Stop your video if you need to get up or speak with someone in your location during the session. Consider that some virtual backgrounds can be distracting to participants.



BE PRESENT

Listen actively and avoid multitasking. Virtual meetings are shorter and more intense than in-person meetings, and this requires all participants to be present and on task.



PARTICIPATE

Comment or ask questions using the agreed-upon norms of the meeting (chat function, virtual hand raise, polling, etc).



BE AWARE

Consider how facial expressions, body language, and proximity to the screen may communicate unintended messages. Non-verbal communication is still important in a virtual format.



BE PURPOSEFUL AND PRODUCTIVE

Virtual meetings are tiring, so keep the time purposeful and productive. Determine what the goal will be for each meeting and be concise in your contributions.