

## Working Remotely Do's and Don'ts for Virtual Meetings

A bit of humor before moving on to the next section of do's and don'ts for teleconferencing.

This video shows you [Conference Call Etiquette - what to do or avoid](#)

The following applies for video and audio conferences calls:

- Mute your microphone unless you are actively talking
- Mute" or disable video, if not absolutely needed (bandwidth reduction) - In some cases, particularly when the number of participants is small (<26, which is the maximum number of video feeds that zoom would allow in a single page), it may be more personal or communicate a more participatory stand to enable one's video. At the very least, enable your video when entering the room and doing a greeting. Inquire from the host about this, so you behave in a way that meets the meeting's expectation.
- Assume you are always on camera and that you are always audible (even if you think you're muted or video-disabled)
- Avoid side-conversations if you are physically next to someone. Cross-talk is especially distracting to remote participants
- Be careful not to talk over others. Politely wait your turn and if you are talking for more than a minute at a stretch, pause to let others ask questions or seek clarification
- Avoid tapping pencils, moving papers around, rattling ice, setting coffee cups down on table-tops, tapping on keyboards, and other seemingly innocuous sounds. They are unbelievably loud and annoying to others on the call.
- If conducting a video teleconference, let others in the home know that you'll be on a call and won't be available.
- Remember to dress appropriately
- Make notes on what you want to say before the conference starts. Take notes on "action items" during the conference.