Virtual Meeting Best Practices for Participants

1) Before the Meeting
   - **Test.** Download and try needed software at least one day before the meeting.
   - **Stage.** Have a wall behind you instead of an open room. Make sure your room lighting is bright so you can be seen easily. If you have light in front of you rather than behind you, people will see you more clearly.
   - **Connect.** Consider hard wiring your internet connection to avoid Wi-Fi issues.
   - **Listen.** Use a headset or ear buds to cut down on background noise and so you can hear more clearly.

2) At the Time of the Meeting
   - **Focus.** Reduce interference by closing the door to the room and turning off external sound, including your phone. Announce possible distractions from sounds that you cannot eliminate or control (i.e., nearby children, pets or construction crews).
   - **Verify.** Log in to the meeting 10 minutes before the start time to check that you are able to successfully join the online meeting and that your systems are running properly.

3) During the Meeting
   - **Participate.** Look at the computer when other people are talking. When you have the floor and are doing the talking, look at the camera so others can feel more engaged with you.
   - **Pause.** Remember there is usually a 2 to 3-second delay between you and the others in the meeting, so after you speak, wait for a response.
   - **Share.** It is important that everyone participate in the discussion. Try not to talk over or interrupt others when they are speaking.
   - **Quiet.** Eliminate background noises by muting yourself when you are not speaking. Realize that keyboard sounds are especially loud to other participants unless you use ear buds. Consider taking notes with paper and pen if ear buds are not available.
   - **Stop.** If you need to leave the meeting or take another call, mute yourself and turn off your video.

If you have questions, contact the KHA Education Department at (785) 233-7436 or mwilley@kha-net.org.