

7

METRO NORTH VIRTUAL MEETING TIPS

BE MINDFUL OF THOSE NEAR YOU

AND USE A HEADSET

Make sure others around you know that you are on a virtual meeting, so they respect your space



REVIEW MEETING AGENDA

AND UNDERSTAND
THE PURPOSE OF
THE MEETING

REMAIN ON MUTE UNLESS YOU'RE SPEAKING

TO MINIMISE INTERRUPTIONS
AND TURN OFF YOUR CAMERA
IF IT IS NOT REQUIRED

If you are sharing your screen, ensure content is opened prior to the meeting for a smooth transition



CONCENTRATE ON THE MEETING

AND DISTANCE YOURSELF FROM
DISTRACTIONS



IF YOU NEED TO ASK A QUESTION
USE THE 'CHAT'
OR 'RAISED HAND'
FUNCTION



WHEN YOUR CAMERA IS ON

DURING A MEETING, KEEP
DISTRACTIONS TO A MINIMUM



IDENTIFY YOURSELF TO THE GROUP WHEN YOU ARE TALKING

Moderate your speaking volume and speak clearly to ensure that you can be understood by everyone

