



Teleconferencing Considerations

If your MDT is new to videoconferencing, consider creating meeting etiquette guidelines. Here are some tips your team can consider.

Virtual Meeting Etiquette

- Test your audio and video ahead of the meeting.
- Come to the meeting prepared.
- Log into the meeting a few minutes early
- Be respectful of everyone's time.
- Use a work-appropriate background.
- Use your video features to enhance group cohesion.
- Ensure your face is lit and visible. Do not place light sources behind you.
- Make eye contact with the camera when speaking so others feel that you are speaking to them.
- Minimize your body movements and fidgeting for a clearer picture.
- Mute your line when you aren't speaking.
- Unmute your line when you are speaking.
- When asking a question, allow for a short delay in response time as data transmission delays are common.
- Try not to multitask during the meeting.