



## Online meeting and conference call tips

The ability to meet with people no matter where they are in BC or across the country is easier than ever. Here are a few tips we've found helpful to make connecting online or through a conference call as rewarding as possible for everyone involved.

### Prepare for your call as if it was an in-person meeting

- Know where you're meeting – keep the call numbers and access codes readily available so that you aren't searching as the meeting is starting.
- Be prepared to discuss the topic – do any assigned prep work and if this is a follow-up meeting or is part of a series of meetings, read the minutes from the last meeting
- If possible, call in a couple minutes early to avoid delaying the call



Attach call numbers to your calendar entry!

### Limit distractions for yourself and others

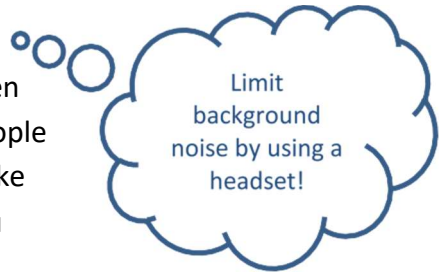
- Call from a quiet location with a good connection
- Get comfortable using the mute button – mute your line when you're not speaking. But make sure to un-mute before you start speaking again. However, in some cases -- especially when there is a smaller number of people on the line and when the purpose of the call is to be more of a conversation rather than one-way updates -- the mute button is not recommended so that a more natural conversation can flow. Use your discretion.
- Try not to multitask: turn off email notifications, and avoid conversations with coworkers to devote your full attention to the meeting
- Use a headset or headphones with a microphone if possible



Show up early!

### A few more things to remember...

- State your name before speaking and address people by name when you speak to them. This is especially helpful on a call with many people or people who do not know you well. When you're on a platform like Zoom, it can be helpful to use the "Raise your hand" feature so you aren't interrupting others.
- Do not place a conference call on hold – this may disrupt the call with music or a buzzing sound



Limit background noise by using a headset!