

Virtual Business Meeting

Etiquette and Practices to be Your Best!

The 2022 Annual Business Meeting is held as a virtual (online) meeting. The following are a few points of etiquette for those attending virtually to make sure you and the meeting are a success.

The Business Meeting runs as closely as possible to in-person Business Meetings seen at conferences. District 25 uses an application called Zoom to conduct the meeting. This document is directly related to that application and the Business Meeting.

Please help us have a productive and professional meeting by following these online etiquette rules and tips.

General Guidelines

- If you will be seen on camera come in business casual clothing, or street casual clothing you'd wear to a business meeting.
- Be aware of your surroundings.
- Remove noisy distractions.
- Set up in a quiet place.
- Eat before or after the virtual meeting. Avoid eating during.
- Rename yourself with at least first & last name

Camera tips

- Test your camera system EARLY. You may need tech support to make configuration changes in your computer. Unfortunately, those in the meeting will be unable to help you.
- Aim your camera to allow your headshot to fill the frame, not the top of your head or your chin or chest or feet.
- Make lighting in your space bright enough so we can see you. If your area is dark, we only see a shadow. Adjust your work area to face a window exposed to get light FROM THE FRONT or put a lamp in front of you.
- Look directly in the camera when you talk. Put an X by the camera to remind you look to at it.
- Stay seated. Limit on camera movements to avoid distraction to other attendees.

Speakers and Microphones

- Test your computer EARLY. Test before you join and correct issues as needed in your computer. Unfortunately, those in the meeting will be unable to help you.
- Set volume so you can easily hear, but not so loud the speaker sound causes feedback into your microphone.
- Get a USB head mic to talk online. This is the best option for optimal listening and speaking.
- Test early with any number of online test applications. Get help if needed.

- Use Zoom Test Features. When you first log into Zoom it will give you an option to test your mic and speakers. Test speakers for adequate volume and a microphone volume that picks you up.

Microphone etiquette

- When you join the meeting, Zoom may MUTE you. If not, please mute yourself. Do not announce your arrival.
- To actively participate, (more than listen only) you must use the ZOOM APP or connect through a WEB BROWSER. You must be connected this way to participate in polls, chat, or answer approval questions. Download the free Zoom app for your computer or Smart Phone at Zoom.us.
- To talk in the meeting, you must be recognized by the Chair before you speak. If the Chair asks for comments, questions or discussion, get attention by using the Zoom tool to RAISE YOUR HAND (found in Reactions or Participants) or SEND A CHAT message to everyone. These are in the menu below the Zoom meeting screen. Once recognized by the chair you may unmute your mic and wait a second before speaking due to a possible time lag.

Speak up

- Speak slowly and clearly to the camera and not to the screen on your device. Let us hear and understand what you want to say.

Phone Only Caveats You Need to Know

- Using PHONE ONLY? Using just a phone to call into the meeting will limit your involvement to listen only. No interaction with chat or polls.
- Using phone only will allow you to vote on the predetermined items (alignment, leader elections) as it comes to your email, but you will not be able to actively participate in any non-predetermined discussion/voting.
- To actively participate (more than listen only) you must use the ZOOM APP or connect through a WEB BROWSER. You must be connected this way to participate in polls, chat, or answer approval questions. Download the Zoom app for your computer or Smart Phone at Zoom.us.

If you are a designated speaker

Follow these guidelines to make your speeches easy to understand and enjoyable to hear.

- Attend the rehearsal Zoom Meeting.
- Join the virtual business meeting no less than 45 min before to get your technology and environment set properly.
- Rename yourself appropriately, used Title – First & Last Name
- Speaking in the Virtual Meeting should be treated the same as speaking physically in front of 200 people. Look the part. Act the part. Sound the part. Use your most professional Toastmaster skills.
- When speaking, keep your points clear and concise. Practice reading your report/script and put emotion into the words. Allow for short pauses between sentences and

paragraphs to allow the audience to keep up. Look at the camera on your device and not the screen when you are not reading your report or script.

- Wait your turn. The Chair will announce you as the speaker. **UNMUTE YOUR OWN MIC** if needed and wait a second before speaking due to a possible time lag.
- The virtual handshake is currently written as the following sequence. This is to avoid the need to say, 'can you hear me?'.

NINFA - *We will now hear the rules of debate. Our District Parliamentarian is Advanced Communicator Silver, Advanced Leader Bronze Michael Kinser.*

MIKE – *Hello, Ninfa*

NINFA- *Mike, please let us know the rules of debate.*

MIKE – *(Michael reads the Rules of Debate)*

- When the report is complete, return control to the Chair with your closing and mute your mic.