

Participant Etiquette

Attending a meeting as a participant carries responsibilities also. To ensure the meeting goes smoothly, communicate the following participant guidelines:

- Confirm that your computer will allow you to successfully participate in a meeting *the day before the meeting*.
- Be ready to start on time. Log into the meeting at least 10 minutes ahead of time and access the audio portion by the start time.
- Do not leave the meeting early.
- Be prompt returning from breaks.
- Mute your speakerphone.
- Be careful not to have the headset too close to your mouth.
- Eliminate background noise, if possible.
- Disable call waiting.
- Introduce yourself as you join the meeting.
- Print the “Do Not Disturb – E-Learning in Progress” sign and post it on your door or cubicle.
- Take your phone off mute when you want to join in on the discussion.
- Identify yourself when you want to comment or participate in a discussion.
- Stay focused on the meeting. Don't answer email or complete other tasks while participating in the meeting.