

**Virtual Meeting**

**Best Practices**

**Participant**

* Download Zoom app
* Test your technology before the session
* Remove possible background distractions and noise (a headset may offer better audio)
* If using a phone line, ensure audio clarity and stability
* Turn on your video whenever possible
* Ensure adequate lighting so you can be seen; backlighting is better than front light
* Arrive on time and commit to the time free from distractions; be fully present
* Rename yourself with first and last name, District # and club name
* Silence all devices and mute yourself when not talking
* Respect confidentiality
* Listen actively and with an open mind
* Ask for what you need & ask questions without judgement
* Make sure to look into the camera