



Virtual Meeting Etiquette rules for speakers, moderators, panellists and participants taking the floor

- ⌋ Never log into a meeting from your mobile phone
- ⌋ Every time you take the floor, remain seated or standing but avoid walking to ensure a steady audio level
- ⌋ Wear a headset to prevent the outgoing audio from your laptop or Ipad from feeding back into it creating echo or screeching feedback
- ⌋ Use a unidirectional (or cardioid) microphone to minimize ambient noise
- ⌋ Turn off all notifications in your laptop and set your mobile to silent mode
- ⌋ Reduce all possibility of background noise by speaking from a quiet room indoors. Plants, fabric, books and wood furniture will help improve your acoustics by minimizing echo.
- ⌋ Keep your windows and door shut during your meetings.
- ⌋ Speak directly into the microphone without turning your head away while reading or presenting
- ⌋ Ask the moderator, your interlocutors or remote platform operator if they can hear you clearly. A slight shift or slant in your microphone position could significantly enhance word intelligibility for the benefit of all involved and, especially, interpreters
- ⌋ Whenever you are not speaking, keep your microphone muted
- ⌋ Whenever possible, show you are following the speaker by looking straight into the camera