COVID-19 has jettisoned a rapid shift of how businesses conduct day-to-day operations. In our always-connected age, many are working remotely in new environments that require a different approach to conducting meetings. There is plenty of technology to accommodate face-to-face meetings across wide geographic areas and time zones. Following are several key etiquette tips from The Chariot Group and The STRIVE Group to make connections via video conferencing productive, effective and successful.

15 Video Conferencing Personal Etiquette & Protocols

- Wear work-appropriate clothing and be sure your work space is orderly
- Frame the camera correctly and pay attention to what is behind you
- Have the right light and be cognizant of back lighting and distracting glare
- Be aware of outside noise and when possible, schedule meetings in a quiet space
- Be courteous to other participants and don't carry on side conversations
- Look directly at the camera, maintain eye contact, be present and stay seated
- Speak clearly, don't shout and keep body movements minimal
- Be aware of visual alignment with your camera positioned above your monitor
- Avoid distractions such as your phone and leave the keyboard alone
- Don't interrupt other speakers and use the established meeting cues
- If other participant cameras are on, yours should be also
- If you have signed in, use your first and last name, not a nickname or handle
- Eat before or after a video conference call, not during
- Remember that mics and cameras are live
- If you are interrupted by a call, child, etc., mute your audio and disable your camera while you're dealing with the interruption. Return discretely to the video meeting without unnecessary explanation.

10 Video Conferencing Etiquette Operational Protocols

- Test your technology before the meeting to ensure it is working correctly
- Start and end on time, virtual time is just as important as "real" time
- Have an agenda and perhaps a time keeper
- Have a moderator if you can to help people stay on track and engaged
- Identify meeting cues such as raising hands, sharing documents, etc.
- Briefly explain technology features available such chat pods, etc
- Begin with a safety minute and/or housekeeping moment
- Remind participants to mute their mics when not speaking

Looking for COVID-19 Resources related to collaborative technology, effective remote workforce environments and how to address the challenges of COVID-19 disruptions? The Chariot Group and The STRIVE Group can help!

Check out our COVID-19 Resources and daily free webinars covering a range of critical topics led by subject-matter experts.