



SAC 6 Council Zoom Etiquette (polite manners)

1. Before the meeting

- Pick a place with little distraction
- Treat this like any in-person meeting
- Wear clothes that you would normally wear to an in-person meeting
- Light should be in front of you (not behind you)
- Close window blinds behind you

2. Be on time

- Join the meeting a few minutes early
- Be prepared and organized
- Be ready to participate

3. Mute until it is your turn to speak

- Reduce background noise, silence cell phones
- Listen to others are talking

4. Use Chat

- This keeps attendees from speaking over each other

5. Ask to speak

- Raise you hand on camera or raise your hand in the chat box and wait to be called upon, unmute yourself, say your name and ask your question or state your comment.

6. Be prepared

- Review meeting agenda and documents in advance of the meeting,
- Make sure to contact your accountability partners
- Do not multi-task
- Keep on topic and stay engaged