

# Digital Meeting Tips for Committee Participants

## Signing-in:

- Committee participants are asked to include their full name (First name then Surname) as their Zoom participant name.
- Committee officers are requested to include their committee role along with their name.
- For example, use "Eric B. Smith, Secretary" or "Scott Cedarquist, ASABE Staff".

**Join the meeting no earlier than the posted time.** This will avoid interrupting the meeting concluding that has using the same virtual meeting room.

**Turn off video.** This will help your bandwidth. More importantly, it will help other meeting participants who have bandwidth issues.

**Please ensure mute is selected** when joining to avoid background noise, and keep mute selected when not speaking.

**If a person wishes to speak, they should raise their hand** in the Zoom function. After they are called upon, they are requested to lower their hand to step out of queue.

**The Chat window is not expected to be monitored.** Chat may be used in cases of technical difficulty (eg. temporary loss of audio).

**Please be patient with our committee leaders** and the technical difficulties that may arise. We are all volunteers learning to use these virtual meeting tools together.

## AUDIO

- Choose a quiet location.
- Wear headphones or a headset for less noise and distractions.
- Whether using computer audio or phone connection, mute yourself when you are not speaking.
- Mute your cell phone in case it rings during the meeting (unless you are using your cell phone as your device).
- Charge or plug in your device before the meeting begins.
- Turn off computer notifications for less noise distractions (email notifications, etc.).
- Say your name before speaking each time.
- Speak loudly, speak clearly, and speak slowly.
- Hang up or disconnect completely at the end of the meeting. These meeting resources are used by other committees throughout the day.

## BE MINDFUL

- Do not join the meeting early. Join at the published time to avoid interrupting the previous meeting. (Just like not walking into a meeting room while the previous meeting is still going.) The meeting will start 5 minutes after the posted time.
- If you join late, do not announce yourself.
- If using a phone, do not put the call on hold. The other participants will hear your telephone service call-on-hold music.
- You likely have new members attending the meeting, for the first time. Model professional behavior, just as you would during a face-to-face meeting.
- Focus on the meeting— no multitasking. Give the meeting your full attention.
- Remember that informal side conversations will be heard by all the meeting participants.

## IF YOU ARE ON CAMERA

- Sit with a wall directly behind you and avoid reflective backgrounds (glass, TVs, windows, mirrors).
- Consider using a virtual meeting background to preserve your home privacy.
- Put your device on a steady, level surface.
- Place camera at eye level (stack books, use a box or a monitor stand to elevate device).
- Look into the camera when you speak.
- Sit one to two feet from the camera.
- Find a spot with good lighting.
- Consider background movement and noises of pets, family, toilets, and basement sump pumps when selecting your location.

