

## Videoconference Etiquette

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- Arrive early
- Keep the area in front of you tidy; messy tabletops are visually distracting
- Turn off cell phones or set to silent
- Introduce yourself (for large groups, designate one person to introduce your site)
- Keep your microphone MUTED unless you would like to say something. Whispering, paper shuffling, etc. is very distracting.
- Raise your hand to indicate that you want to speak
- Speak clearly, but don't shout
- Identify yourself: For example: "Hello. I'm Bill from the Okotoks Public Library. I have a question about...."
- Only one person can speak at a time, so don't interrupt
- Make eye contact with other participants (local and remote)
- If you have technical issues, speak up! Call your IT department or tell the host library.
- Say good bye and press the red END button when finished

If you experience technical difficulties, alert library staff immediately.