

CSO TIPS FOR PROFESSIONAL VIRTUAL MEETINGS



For many of you, virtual meetings became part of your daily professional lives due to social distancing. For some of you, this might have been your first experience with virtual meetings in a professional setting, but these virtual meetings will likely become more popular, even after the health crises is over. Here are a few tips to help you put your best foot forward!

Before the Call

- Review the meeting agenda if it was provided.
- Write down relevant questions you want to ask. If they do not apply to the entire team, think about asking them by phone or email separately.
- Dress professionally even though it is a remote meeting.
- Silence alarms and notifications on your cell and computer so they do not interrupt the meeting.
- If you are nervous about log on procedures, test the link 15 minutes before the meeting. Then log off and connect again at the appropriate time.
- Make sure your reception is good. Taking your phone off wifi can increase the bandwidth available for your meeting.
- Make sure your location/background is appropriate:
 - Find KU backdrops here: <https://ku.widencollective.com/c/ymuofiwi>.
- Try not to log in outside, where sirens, wind, and landscaping noises are beyond your control.
- Keep windows closed during meetings to avoid unwanted background noise.
- Be careful to choose a spot where household members and pets won't drift into the screen or be heard.

During the Call

- Be careful not to log on too early and stay off-screen and muted until the meeting begins.
- Keep the screen stationary.
- Sit upright in a chair rather than slouching, sitting on the floor, or laying down.
- Keep yourself muted unless you are talking.
- Avoid eating during the meeting.
- Avoid multi-task during the meeting. People notice when you check your cell phone.
- Keep notes and follow-up immediately after the meeting by setting reminders for any deadlines given.
- Remember that to obtain "eye contact," you look at the camera, not at the screen.
- To avoid interrupting, make sure there is an adequate pause before you unmute and start speaking. Think about using "raise hand" option if it is a larger group.

- If you encounter tech problems, do not get stressed out. Roll with it and try to get it straightened out. Employers and team members will understand!