

Northwest AHEC/Office of CME Virtual Meeting and Activity Expectations



Dress appropriately – While remote in meeting, this is still work time – please be fully and appropriately clothed.



Maintain a proper posture – Lying down is inappropriate. Please either be sitting or standing to actively participate.



Be present in the meeting – Remove as much as possible any potential distractions (i.e. family, pets, cell phones, other tablets/computers)



Video must be on – This is not a conference call – your full attendance is appreciated and expected.



Mute your microphone – Unless you have a question or are contributing to the discussion, please keep your microphone muted to cut down on the unnecessary distractions/background noise.



Create a conducive work space – Be mindful of and control the setting behind you – items in your background can distract others and/or send improper messages to those viewing your screen.



Test your technology before the start of the meeting – Being ready for the meeting is important – please work out the bugs, test your volume and adjust the camera angle before start time to ensure that you are ready to participate.



Be on time – Meeting for a few moments each day/week means every minute is important – as the saying goes, if you are early, you are on time.



Be prepared to engage – Like a face-to-face meeting, have the material read, any tasks completed and talking points ready – participation is vital in this digital space.



Speak up – You might have a great connection and a high quality microphone, but that might not be true for all – speak clearly and fully.