

Meeting etiquette – top tips

As the organiser

1. Set and communicate an agenda with timings – try and stick to this to maximise meeting effectiveness.
2. Decide and outline the protocols for the meeting
 - a. How should questions be raised - kept to the end or asked any time? How should people indicate they would like to speak?
 - b. Should the instant message function be used to ask questions rather than asking out loud? Helps minimise disruption
3. Get people to state their name before they speak so people know who is talking
4. Acknowledge everyone in the meeting and spend a few minutes at the beginning checking in with everyone
5. Alternate video and auditory calls where possible – it is important to see people to check-in on well-being, ensure inclusion and team spirit
6. Use technology such as Skype virtual whiteboard or Teams meeting notes to aid discussions
7. If someone is dominating or going off topic suggest that discussion is continued separately

Tips for everyone:

1. Mute your microphone when you are not speaking to help everyone hear each other
2. Make sure your video is switched on before you join the meeting [where video call]
3. Give everyone a chance to speak and do not interrupt or talk over each other – send an instant message to the chair to indicate you would like to speak
4. Close any unnecessary screens if you are going to share your desktop
5. If you are sharing slides adjust them to ensure slide text is readable (use larger fonts and less text per slide)
6. Use the instant message chat facility to ask questions or notify the meeting if you have issues hearing what is being said
7. Stay focused on the meeting; avoid multi-tasking and switch off loud notifications