

These recommendations are to lesson distractions to enable all participants and attendees to focus on the information being presented.

- Mute your microphone
 To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- Be mindful of background noise When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers. Try using the <u>Krisp app</u> to reduce background noise in any communication app.
- Position your camera appropriately If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- Limit distractions You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on projects until after the meeting ends.
- Take time to understand the types of roles you have and in what way will be participating (host, co-host, panelist, attendee)
- Cet yourself geared up by brushing your hair, and not dress too casually to create a good environment that readies you to work.
- Be aware of your surroundings Make sure you surroundings are orderly, appropriate and has good lighting
- No food Have meals before the meeting and refrain from snacks during. Drinking beverages are okay. Yet be mindful of how and when you are being viewed.
- Test your equipment before the meeting: microphones, headphones, monitors, computer software, phones, chair and desk setup etc.
- Be patient with audiences when explaining online platforms and give verbal guidance