

# VIRTUAL MEETING GUIDELINES

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*At Fellowship Bible Church, our values are God, His Word, and people. We are in a new time where one of the ways to stay connected to those values is through virtual meetings. The following guidelines will help you communicate effectively in a virtual setting.*

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## **Arrive early.**

As with any technology, stuff happens. Arriving early allows time for resolving technical issues and is honoring to those in the meeting. If the meeting has already started, enter quietly and wait for the appropriate time to speak or be recognized.

## **Test your connection in advance.**

Set up a practice meeting for problem solving before starting. If you have technical problems during the meeting, reach out to the leader or host using the chat feature.

## **Be aware of your environment.**

A quiet, secluded space or room versus a coffee shop.

## **Always have your camera on.**

Select a space with a neutral background and free from distraction. Stay within the frame as much as possible during discussion times. And, if you are at home, let your family know you are on a live, virtual meeting to avoid unintended distractions.

## **Mute your microphone unless talking.**

Muting when you are not speaking allows others to speak and hear more clearly without distraction.

## **Consider headphones.**

If others are present in your meeting space, consider using headphones to preserve safety/confidentiality and encourage vulnerability among others in the meeting.

## **Avoid multi-tasking.**

Devoting your full attention to those in the meeting is even more important in a virtual setting. If you are taking notes, consider using a notebook and pen rather than typing on a keyboard.

## **Dress appropriately.**

Wear clothing appropriate for the meeting environment as if you were there in person.

## **Computer vs Phone.**

When possible, join virtual meetings from your computer. Phones are great in a pinch, but do not provide the same experience as your computer. In either case, have the camera at eye level and look into the camera when speaking.

## **Have grace.**

Communicating in a virtual meeting is good, but not the same as in-person. Ask for clarity of communication if there is a question as to the meaning or intent. Be kind, respect others, have grace.

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These basic guidelines will help make your virtual meeting a success. For more ideas, search 'virtual meetings' or 'online meetings' from your favorite web browser.