

## Webinar/Online Meeting Etiquette

### Tips for the Webinar Attendees

- Most webinars provide an email with the URL to join. Test this link well before the web meeting starts. You won't be able to join the conference, but you should get an idea of whether you'll need other software like an ActiveX component.
- Please arrive at least 5 minutes early. This will allow you the proper time to run your audio setup to make sure your mic and speakers are running properly. . *Not only is this a professional thing to do, it helps us run on time and does not interrupt the flow of conversation.*
- Identify yourself when you first enter the webinar and when you speak.
- Put your phone on mute when you are not speaking. It's amazing how much background noise such as people typing comes through especially for attendees who wear headsets.
- You should never put the call on "hold". *The participants will hear your on-hold music or the leader will not know that you have stepped away and may continue to address you while you're gone. At times he/she may call on you and if you're* Feel free to use the chat box to address your questions if you have not been able to adjust your mic properly. It is a great place to also put additional resources you may have on the topic.
- Mute your speakerphone. If you are using a speakerphone, until you need to answer/ask a question or participate. Speakerphones pick up background noise and conversation.
- Don't put your phone on "hold" during the webinar. The other attendees don't like hearing your "hold" recording or music during the presentation.
- Be respectful of others when asking questions. Ask the presenter if it's OK to ask another question rather than assuming it is. You're seldom the only one with questions.