

# RAOA Trainers Meetings– Virtual Etiquette

1. Mute your audio when joining
2. If you need to speak, please make sure to temporarily unmute yourself so we can hear you. I've been in many virtual meetings that the participant is talking for 20-30 seconds before they realize they are muted.
  - a. Press and hold SPACE key to temporarily unmute yourself, kind of like using an O2O
3. Turn on your video if possible.
4. Please do not speak over the presenter or shout in questions or comments.
  - a. This is usually a mild annoyance in person but is substantially counterproductive in virtual meetings
5. There is a chat room feature.... Use this if you have a question for the presenter
6. There is also a "Raise your hand" feature if you have a question or comment.
7. As host, I have the ability to mute, stop video, and end your participation in the call.
  - a. Please be engaged and respectful of the presenters and others
8. Gallery view with a large number of attendees can possibly slow your device down & create a delay in audio/video. Try and stay in "Speaker View" if you can.
9. Log in early to test your video & audio connections.