

Top Tips for Virtual Events

Do you see what I see?

- Make sure your image is clean and professional.
- Check your camera angle and background. Blank walls are ideal for virtual backgrounds.
- Make sure you know how much of yourself is visible, as well as your background. Is it clear that you're dressed professionally?



Did you hear that?

- Do a mic check before joining your event.
- Mute yourself when you're not speaking - it's easy to find yourself the source of background noise.
- If there is background noise beyond your control, it's ok to let the other participants know what the noise is they may hear.

Hello! Goodbye?

- When joining a virtual meeting, regardless of size, do not interrupt conversations in progress to introduce yourself. Wait until an appropriate pause.
- If a conversation is ongoing, and you need to leave, it is acceptable to say goodbye in chat and explain why you are leaving before the conversation is done.



Be conscious of non-verbals in the virtual environment. Reactions to other situations and messages may create confusion for other participants.