VDEI Webex Meeting Etiquette Checklist

As Meeting Host

- Check your audio and web camera are operating correctly prior to meeting commencement.
- Position your camera at eye level on the monitor you are using for the meeting to ensure attendees have a clear visual.
- Ensure your background is neat and free of any images that may be considered inappropriate.
- Remember to dress appropriately for your audience
- Set participants to be muted on entry via the participant tab
- The host can lock the view for all participants using the pin icon next to the video of the preferred participant.
- Before you start the meeting, decide whether the number of participants might cause bandwidth problems. If so, request that all participants mute video and audio unless speaking to the group.
- At the opening of the meeting request all participants clear themselves of distractions and place mobiles on silence.
- At the opening of the meeting, consider outlining when questions/feedback will be addressed to minimise disruption.
- During the meeting ensure you leave gaps to allow for the asking of questions by attendees. It is also handy to monitor the WebEx chat function. Questions asked via the WebEx chat function can also be saved and addressed later https://help.webex.com/en-us/WBX600/How-Do-I-Save-Meeting-Chat-Messages

As Meeting Attendee

- Enter a meeting with your microphone on mute. This will ensure any background noise is not heard by other meeting attendees during setup.
- Position your web camera at eye level on the monitor you are using to ensure the host and fellow attendees have a clear visual.
- Ensure your background is neat and free of any images that may be considered inappropriate.
- Remember to dress appropriately for the meeting if your video will be active
- If you are attending a large meeting, consider placing your web camera off to assist with poor connectivity due to overwhelming internet connections.
- Throughout the meeting consider leaving your microphone on mute unless required to speak or needing to ask a question.
- When your microphone is on, remember to mute your mobile and turn off notification sounds on your device.
- Consider all members of the meeting and act appropriately just as you would in a face to face meeting.
- Avoid talking over other meeting attendees. If needing to speak to other meeting attendees personally please raise your hand; also note the Webex chat box function and use it appropriately.