



Checklist for VIRTUAL MEETINGS



PREP CHECKLIST

Schedule meetings when people are most productive.

Make sure your technology is working and do a test run.

Start, join and end on time.

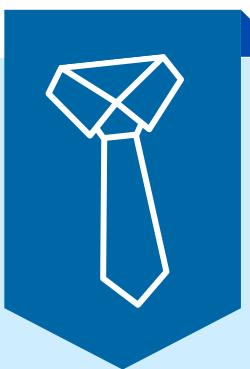
Speak clearly and concisely, and mute when not speaking.

Have a moderator/troubleshooter.

Frame the camera and use proper lighting.

Be structured, but be relaxed.

Don't schedule a virtual meeting if you don't really need one.



ETIQUETTE CHECKLIST

Do be on time.

Do speak clearly and naturally.

Do consider lighting, camera angle and background.

Do dress appropriately.

Don't make distracting sounds or movements.

Don't interrupt other speakers.

Don't wear "noisy" jewelry.

Don't cover the microphone.



Kentucky League of Cities



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