

Sample Instructions for Conduct Expectations at Virtual Meeting

For a shorter virtual meeting:

- We'll be practicing virtual courtesy and the following norms --
- Use the Q&A function to write a comment or question for our panelist.
- Please refrain from off-topic chat in the Q&A
- Don't comment on anyone's appearance or whether they're on or off video—even in jest or as a compliment
- Share the air and respect everyone
- Be succinct if you speak to make room for many voices
- Critique ideas, not people
- Expect moderators to interject if needed to make sure that's happening

For a longer virtual meeting:

- **Take care of yourself**—Feel free to be on or off video--Whenever needed, take a bio break, hydrate and snack—this is one benefit of being virtual!
- **Practice virtual courtesy-**
 - In breakouts, mute your audio when you're not speaking.
 - Use the raise your hand function to be recognized
 - Or use the chat box if you prefer a written comment
 - Don't comment on anyone's appearance or whether they're on or off video—even in jest or as a compliment
- **Share the air and respect everyone**—make room for many voices
 - Critique ideas, not people
 - Don't interrupt others—but do expect facilitators to interject if needed to make sure these norms are being embraced