

Video Chat Etiquette

Your appearance & behavior reflect your professionalism

1

PREPARE AHEAD OF TIME

Make sure the program is downloaded beforehand. Sign in to make sure there are no issues. Practice using it.

2

BE ON TIME

Sign into the meeting a few minutes early so you are ready to start when the meeting begins.

3

CHECK YOUR SETTINGS

Make sure your sound is on and make sure your camera is on. Position your camera so you can see your whole face.

4

INTRODUCE YOURSELF

Let people know who you are and where you are from. You can also do this in the chat box if you are muted.

5

BE CONSIDERATE

Always try to be in a quiet place. If you are in a noisy location, mute yourself so that everyone can hear the speaker.

6

BE RESPECTFUL

Always be respectful when you are speaking to other people. Do not interrupt anyone and focus on what is going on in the meeting.



MORE TIPS:



Look Professional

You will be on camera. Wear clean clothes, do your hair, & tidy up your surrounding area.



Be Informed

Print out the agenda, any talking points you need, & any notes you have. Keep them with you during the meeting.

Watch our Video Chat Webinar here:
Let's Stick Together: Navigating the Web of Online Communications for Staff & Self-Advocates

<https://youtu.be/vU00ADA--oA>

This flyer was designed and distributed by the [New Jersey Self-Advocacy Project](#), a program of The Arc of New Jersey since 1983