**Video Chat Etiquette**

Your appearance & behavior reflect your professionalism

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**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.

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**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.

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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](https://youtu.be/vU00ADA--oA)

This flyer was designed and distributed by the [New Jersey Self-Advocacy Project](https://www.newjerseyadvocacy.com), a program of The Arc of New Jersey since 1983.