

# 11 Rules For Video Conferencing

*-Every Professional Should Know!*



**1.** Prepare a Strong Meeting Agenda.

**2.**

Send Out Meeting Requests in Advance.



**3.** Keep your Workspace Tidy and Professional.

**4.**

Dress in Appropriate Attire.



**5.** Be Punctual to your Appointment.

**6.**

Maintain a Good Distance from your Camera.



**7.** Make Introductions for all Participants.

**8.**

Mute your Microphone when Not Speaking.



**9.** Facilitate the Meeting so Everyone has Chance to Speak.

**10.**

Refrain from Eating on your Conference Call.



**11.** Put your phone on Silent!