

# ONLINE MEETING ETIQUETTE

In order to make sure that the best teaching and learning environment is provided to you, please follow the advice from this online meeting etiquette!

## WE LIKE TO SEE YOU!

Just like with F2F education, you need to be present! By seeing your facial expressions, teachers and classmates feel more connected to you! Therefore, please make sure your camera is ON.



## BE PREPARED

Make sure that the tools you require are up and running, before joining an online lecture! Join a session a few minutes early to test. Use a headset and separate microphone if possible.



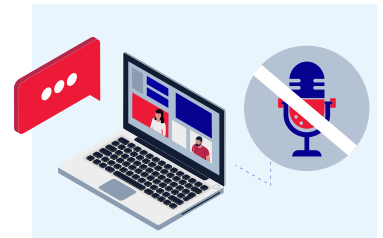
## REMOVE DISTRACTIONS

By removing distractions, you are contributing to the quality of your learning environment and it helps you to focus.



## NOT TALKING?

Please mute your microphone. Background noises can be very disturbing for those presenting, and listening! When not speaking, please use the MUTE function!



## FEEL ENERGIZED!

As comfortable our PJ's can be :), for a healthy state of mind, we encourage you to dress properly for online meetings (just as you would when attending a F2F class). A regular daily routine gives you more energy and provides purpose to a day.



## PARTICIPATE RESPECTFULLY

While attending an online lecture, make sure that you use appropriate language. Additionally, make sure you wait for your turn to speak and do not interrupt others (TIP: in TEAMS, use the option "raise your hand").

