



Online Meeting Etiquette



Note!

This document is intended for LogzPlus Member's use only.

Interaction with your mentor or consultant will usually be through Zoom, Microsoft Teams or Face Time. There are some things to consider during these online meetings to make our communications effective and beneficial to you.

To get the best out of our shared time please consider these points:

- **Be On Time**

We have limited time together so please be punctual and be sure to be at least 5 minutes early for the appointment. Remember, your time slot is fixed, if you are late for the meeting, we may not get through the items we need to discuss and, under no circumstances will the meeting extend beyond the set time.

- **Dress Appropriately**

We are not asking you to be wearing a suit and tie, but by the same token, we don't expect to be speaking to you while you are dressed in your pajamas. Dressing properly will put you into the right frame of mind for our discussion, which is essential for a successful interaction.

- **Set The Right Environment & Background**

Having the meeting in a bus or train will not be the correct environment for the discussion with your mentor or consultant and could be distracting from important discussions about your future. You should also try to make sure that the background is not distracting... Zoom has a function to blur your background which might be useful.

- **Stay Muted Until You Speak**

Keep your sound muted unless you are speaking, this is especially true if there is a lot of background noise or on a group call.

- **Get A Good Microphone & Webcam**

To get the best out the interaction with the consultant or mentor, a good microphone and webcam is a must have. Most modern laptops are usually sufficient, but check to with a friend to ensure your is up to the mark



Online Meeting Etiquette



- **Make Sure Your Internet Connection Is Stable**

An unstable internet connection is not a great way to have an online meeting, you or your mentor may miss out on essential information. Once check your internet connection with a friend or colleague before your meeting to ensure the connection is healthy.

- **Don't Multitask – Stay Focused**

Our scheduled meetings are relatively short (usually just 15 minutes long) so you need to give the maximum amount of time to the meeting. To stay focused it is not advisable to be doing other tasks at the same time. Concentrate on the meeting and the points and information given to the consultant or mentor.

- **Don't Eat, Smoke, Or Slurp Your Drink.**

It goes without saying that eating or smoking whilst in an online meeting is not showing any level of professionalism so, please wait until the meeting is finished before taking food or smoking. Drinking is perfectly acceptable though try not drink “loudly” – it is off putting for the consultant / mentor