

# Online Meeting Etiquette

Tips from the Labour Relations Board to ensure your proceeding goes as smoothly as possible...

## DO



Put yourself on mute unless you are talking



Review your documents and have them on hand



Make sure your speakers and microphone work before the proceeding

## DON'T

Walk around, go to the bathroom, make coffee, etc. If you need to, ask for a break.



Have music or the TV on. Find a quiet place to attend the proceeding.



Play with your phone or other devices during the proceeding

