**Virtual Meeting Participation**

**Instructions to Join Meeting:**

***[Center to enter the specific link and instructions for their meeting platform]***

**Participation tips**

* Connect to the meeting 10 minutes in advance to work out technical issues
* Access the documents emailed and electronically sign them.
* Be prepared with any documents to be considered
* Control your environment
	+ Remove distractions and minimize all background noise
		- Silence phones
		- Refrain from eating or shuffling papers
	+ Ensure confidentiality – no one else in the room or on the line
* Mute your phone after introductions until it is your turn to speak
* Resist the urge to multi-task
* When you are speaking, state your name before beginning
* If you are going to be interrupted, let other participants know and excuse yourself
* Don’t raise your voice to be recognized. Utilize technology’s notification or chat functions to interrupt if necessary