



Procedure Number: AD 1.2

Procedure Title: Virtual Presentations/Meetings and Participant Etiquette

Relevant Board Policy:

D.2.5.7. Flexible Work Schedules

D.2.6.1 Telecommuting

D.4.3.1 Personal Appearance and Uniforms

Relevant SACSCOC Principle:

Originating Unit: College Services

Maintenance Unit: Office of the President

Contact for Interpretation: Office of the President/Human Resources

- I. Purpose: The purpose of this procedure is to create Collaborative and Engaging Virtual Meetings by establishing Guidelines for Effective Virtual Presentations and Participant Etiquette

Definition(s):

- II. Procedure statement:

At times, virtual presentations and meetings are appropriate and/or necessary and will enhance productivity of the employee and the work unit. In a culture that values respect and care, upholding certain virtual meeting and participant behavior expectations during virtual meetings is crucial to ensure that meetings are productive, efficient, and respectful of participants' time

- A. To create a framework that supports effective and efficient virtual meetings, fostering collaboration and positive outcomes for all participants the following criteria should be met by presenters and participants of virtual meetings.
1. Purpose and Agenda:
 - a. Clear purpose: The meeting should have a specific goal or objective that all participants are aware of.
 - b. Detailed agenda: An agenda outlining topics, discussion points, and time allocations should be provided prior to the meeting.
 - c. Relevance: All agenda items should directly contribute to achieving the meeting's purpose.
 2. Preparation:
 - a. Pre-reading materials: Relevant documents, reports, or presentations should be shared in advance to allow participants to come prepared.
 - b. Required participation: Attendees should be informed about any active participation, reports, or updates they are expected to contribute.
 3. Timeliness:
 - a. Starting on time: The meeting should start on time as scheduled.
 - b. Time management: Each agenda item should have a defined time limit to ensure the meeting doesn't overrun.
 4. Technology:

- a. Functional tools: Ensure that the chosen virtual meeting platform and related technology are functional and tested before the meeting.
 - b. Clear instructions: Participants should be given instructions on how to join the meeting and use features like screen sharing, chat, and mute/unmute.
 - c. If camera glitches occur, please advise group in chat.
5. Participation:
- a. Each participant is expected to turn on your video screen during virtual meetings.
 - b. Active engagement: All participants should contribute, share insights, and engage in discussions.
 - c. Balanced airtime: Encourage equitable participation and prevent any one individual from dominating the conversation.
6. Etiquette:
- a. Professionalism: Maintain a professional demeanor in communication, tone, and attire.
 - b. Mute when not speaking: Participants should mute their microphones when not speaking to reduce background noise.
 - c. Avoid multitasking: Attendees should be encouraged to focus solely on the meeting, avoiding distractions.
7. Respect:
- a. Acknowledging opinions: Listen to and respect diverse viewpoints, even if they differ from your own.
 - b. No interruptions: Participants should avoid interrupting others while they are speaking.
8. Decision Making:
- a. Clear outcomes: Document decisions, action items, and responsibilities during the meeting.
 - b. Follow-up plan: Outline how decisions will be implemented and tracked post-meeting.
9. Duration:
- a. Optimal length: Strive to keep the meeting concise and within a reasonable timeframe to maintain engagement.
10. Follow-up:
- a. Action items: Summarize action items, responsibilities, and deadlines at the end of the meeting.
 - b. Meeting minutes: Distribute concise meeting minutes or notes after the meeting, including key points and decisions.
11. Feedback:
- a. Solicit feedback: Encourage participants to provide constructive feedback to improve future meetings.
 - b. Continuous improvement: Use feedback to refine meeting processes and address any issues.
12. Frequency:
- a. Necessity: Ensure that meetings are only scheduled when essential, avoiding unnecessary gatherings.
 - b. Regular review: Evaluate the need for recurring meetings periodically to prevent redundancy.

B. The following practices are intended to foster an atmosphere of professionalism, engagement, and consideration for all attendees. By adhering to these standards,

we create an environment that mirrors in-person interactions and promotes seamless collaboration.

1. Behave as You Would in Person:
 - a. Refrain from engaging in activities that would be considered disruptive or distracting.
 - b. To the degree possible, avoid taking phone calls, eating meals, or bringing pets or children to the meeting.
2. Keep Track of Your Mute Status:
 - a. Properly manage your microphone to ensure effective communication.
 - b. When not actively speaking, presenting, or commenting, keep your microphone muted. When it's your turn to speak, unmute your microphone, and after you've finished, mute it again to prevent unintentional distractions.
3. Turn Your Video Off If You Need to Get Up:
 - a. Emergencies are inevitable, and if you need to step away momentarily, ensure your video is turned off. Upon returning, settle back in front of the camera before reactivating your video to minimize disruption and maintain continuity.
4. Minimize Distractions:
 - a. Make a conscious effort to minimize distractions during the meeting.
 - b. Notify those around you that you should not be disturbed unless it's an emergency.
 - c. Avoid having pets or other potential sources of noise near your workspace that could divert attention from the proceedings.
5. Keep Your Background Clean and Professional:
 - a. Maintain a clean and professional background that complements your virtual setting.
 - b. If not using an approved NLC Virtual Background, choose a well-decorated or neutral area for your camera, free from clutter or distractions.
6. Maintain Professional Appearance:
 - a. Maintain a professional appearance and attire reflecting your commitment to professionalism.
 - b. An employee who is unsure of professional appearance/attire standards should check with their supervisor for clarification.
7. Master Virtual Meeting Etiquette with A Good Microphone:
 - a. Optimize your audio quality with a good microphone, enhancing communication clarity.
8. Silence Phones and Other Noises:
 - a. Eliminate potential auditory distractions by silencing devices and minimizing background noises.
 - b. Notify those around you to avoid interrupting your meeting
 - c. Ensure that your microphone captures only relevant conversation.
9. Learn the Software Controls:
 - a. Familiarize yourself with essential virtual meeting software controls, allowing you to participate confidently.
 - b. Master tasks such as muting/unmuting your microphone, activating/deactivating video, and utilizing features like screen sharing or breakout rooms.

Attachment:

Originator: Javier Luis Leal

Date Approved: 12/13/2023

Last Updated:

Approved: _____

Title: President