

Expectations for Successful Online Meetings & Chats

bit.ly/virtualmtgs

Put all of the meet/chat info into your calendar as soon as you receive it. Your teacher may send this out or it could be sent to you by an app. If you save the info *immediately* then you will avoid trying to find it at the last second and end up being late. So embarrassing!

Test out the tech ahead of time. Before you connect, be certain to test out the app, etc. Your teacher or friends will gladly help you test it out a day or two before your chat is scheduled.

When it's time to join for real, connect a bit early to the meeting.

It is very common to run into problems when connecting to a virtual meeting. When you are connected, quickly type or say hello and introduce yourself by name. You may be a pro at connecting to these meetings but others may have trouble. If you connect early you may be able to help them and they will appreciate you.

Behave appropriately in Skype, Meet, FaceTime, Hangouts, and other chats the same way you are expected to do at school.

We know you care about making a good impression. Let these tips serve as a troubleshooting guide or as a set of ground rules

Be mindful of background noise. No one expects you to buy fancy equipment, yet you need to at least be heard and be understood. Whether you use an iPhone, laptop, or iPad, the most important skill to learn is the mute function. Use the mute function unless it's your turn to talk.

Likewise, let others around you (offline/not in the call) know that you are in a meeting so they will not disturb you.

Know whether it is an audio-only or a video chat. If you have been invited and you are not certain about the expectations, consider reaching out to the person who called the meeting or sent the invite so you can ask. It is better to know those expectations ahead of time rather than find that you are missing out on an important visual presentation. ASFM does not allow pajamas for school-related chats.

Politely let others in the chat know about any issues that you may have with connecting or talking.

Communication is key. If you will need to connect late or leave the call early, consider alerting the teacher or leader. If you have to participate on your phone or in the car, let the leader know your call may get interrupted. But avoid that if possible.

Make use of all the options when appropriate. Many video conference apps have useful options like:

-Sidebar chats or similar. Find out if you can send messages to the whole group or to one separate person. This is great when you do not want to interrupt, but you want to ask a question. Your teacher might invite everyone to send questions through the chat to avoid everyone talking at once.

-Feedback emoticons. During in-person meetings, we might raise our hand to speak or people may laugh or applaud. You can do that in a chat through emoticons instead. Consider voting by the yes or no button or to give a thumbs sign to avoid being disruptive.

-Screen sharing. Many chat apps will allow you to change who is sharing their screen; it won't always be the teacher!

-Polls. In some apps, you will be asked to take quick polls to get participants' opinions.

REMEMBER THAT PEOPLE CAN SEE AND HEAR YOU! Many people do forget this. Get into the right mindset and hopefully the way you act shows that you care about learning, others' needs, and professionalism. *Never, ever take a chat in the restroom. Excuse yourself or quietly step away.*



Adapted from [Medium.com](https://medium.com)