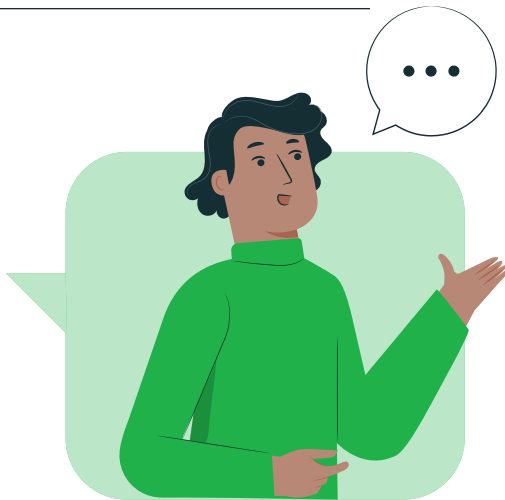
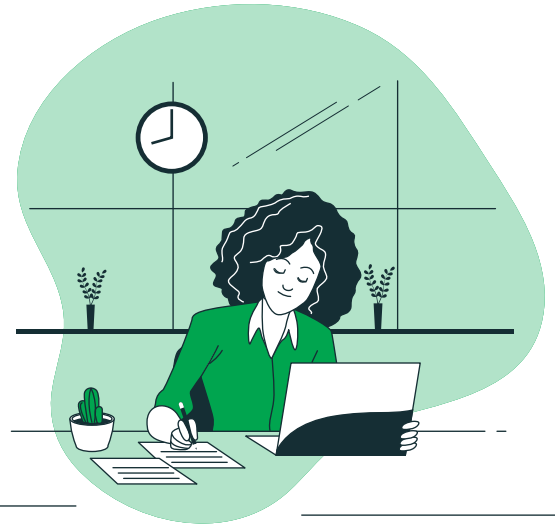


Conference call etiquette



Select a quiet spot for the call to minimize disruptions (traffic, children, barking dog, tv or radio)

Arrive on time (*early if possible*). Check your audio device and mute your microphone.

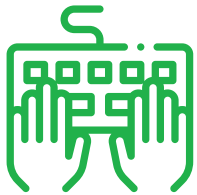


Introduce yourself when joining a call and identify yourself before speaking. "This is Devin" helps alleviate confusion over who is talking.



If you arrive late, don't interrupt the call.

Limit background noise, including:



typing



eating



crinkling wrappers



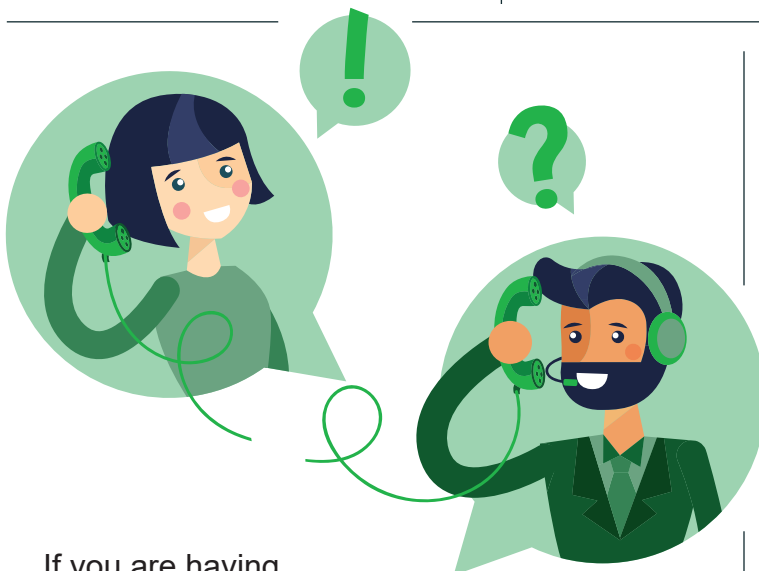
tapping or clicking



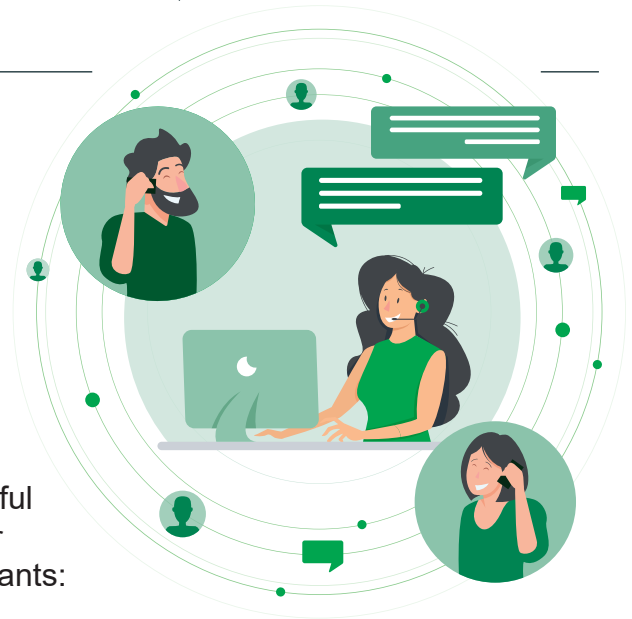
Using a headset/headphones and mic will improve audio quality (*but be sure to mute your computer to eliminate echo*).



Don't forget to unmute your mic if you have a comment to add.

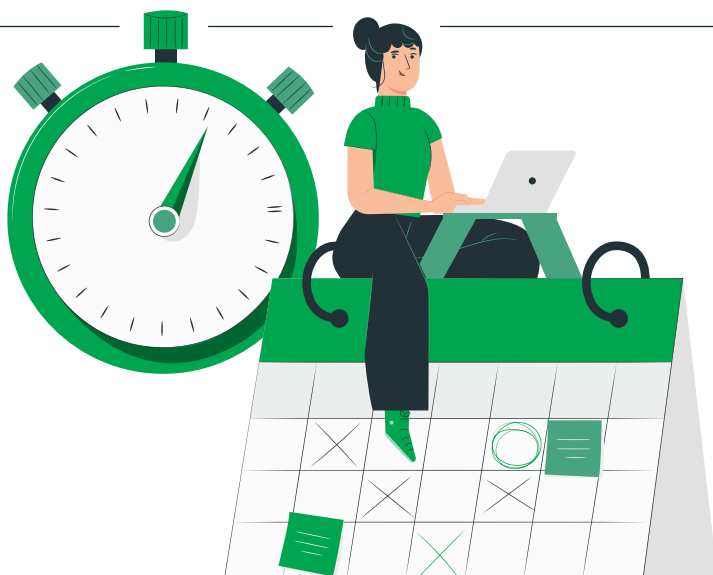


If you are having connectivity issues, say so.



Be respectful of other participants:

- Don't multitask
- Eliminate potential distractions
- Stay on topic (*if it doesn't involve the group, take it offline*)
- Don't interrupt
- Don't talk over other participants



If you are hosting the call, be mindful of time. Before ending the call, ask whether anyone has questions or comments.

Schedule follow-up if necessary.