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