

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

