European Federation of Journalists

Tips for Meeting Attendees

Before your online meeting

- Login your online meeting 5 or 10 minutes before in case you need to download certain programmes.
- Make sure your microphone and camera are working properly and your internet connection is stable.
- Position your camera properly
  If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

During your online meeting

- Mute your microphone
  To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- Be mindful of background noise
  When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Raise your hand if you wish to speak
  Press the “raise your hand” button and wait for the host to give you the floor.
- Limit distractions
  You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking
  You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.

- Prepare materials in advance
  If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

Finally, don’t forget to make yourself comfortable!
Choose a cozy and quiet spot, be it your home office or the kitchen and make sure you can sit comfortably. Prepare yourself a cup of coffee or tea and a glass of water :)