

Teleconference Etiquette

Please follow these general guidelines when participating in a teleconference.

- **Call in from a location with minimal background noise if possible**
- **Join the meeting on time**
- **Turn on your video so that other participants can see you. This allows you to see non-verbal cues and gauge when someone may be about to speak or finish speaking**
- **It is recommended to use a headset or external speaker/microphone. If you need a headset or external speaker/microphone, please contact your IT department at computersupport@agcbio.com**
- **If you're unable to use a headset, it is recommended to use the dial in function from another phone (ie: you call into the meeting using the provided number or have the tool call you at a preferred number).**
- **Introduce yourself when you join the call so that others know that you've joined**
- **Say your name before speaking (ie: This is Jose...)**
- **Mute your microphone when you are not speaking**
- **Use the "Raise Hand" function in Zoom to let the host know you would like to speak**
- **Avoid shuffling papers and side conversations**
- **Avoid eating or drinking, especially when using a headset or microphone**