# Buddy's 10 Commandments for Virtual Meetings

Buddy Martin, Entech's President, has over twenty years of people & meeting management and facilitates industry peer groups nationally. That much experience teaches some valuable lessons that he's boiled down to what he calls his *"10 Commandments for Virtual Meetings"*.

**1** **Test your remote setup prior to the meeting.**
Confirm your sound and video are working. Use a headset and mic if you have one.

**2** **Keep your camera on during our sessions.**
This will help everyone keep engaged and accountable.

**3** **Set your webcam up at eye level and preview your lighting and surroundings.**
Anything that could be a distraction for other participants should be removed.

**4** **Dress professionally.**
Don't forget you are representing your company at all times.

**5** **Close all your notifications.**
Including: emails, Teams, Slack, text messages, phone calls, etc to avoid distractions

**6** **Please keep yourself muted unless you have something to add.**
Background noise can be very distracting.

**7** **Be prepared to start on time.**
Remember, early is on-time, on-time is late. Connect in 5-10 minutes early.

**8** **Try not to interrupt or speak over other participants.**
Let them finish their thoughts. If you need to get a word in and can't, trying using the chat tool.

**9** **Be cognizant of the time you are spending talking.**
Give everyone a fair chance to contribute.

**10** **If applicable, respect break times.**
Be ready to come back and jump back in.

**Together, we can do what matters.**