

Digital Meeting Participation Guide

Dear Participants,

We are excited to invite you to our upcoming digital meeting scheduled for **[Date]** at **[Time]**. To ensure a smooth and productive session, please familiarize yourself with the following participation guidelines:

Before the Meeting:

- Ensure your device is fully charged and check your internet connection.
- Download any required software or applications (e.g., Zoom, Microsoft Teams).
- Review the meeting agenda and prepare any necessary materials.

During the Meeting:

- Join the meeting at least 5 minutes early to address any technical issues.
- Mute your microphone when not speaking to minimize background noise.
- Use the chat feature for questions or comments during discussions.

After the Meeting:

- Complete any assigned tasks before the next meeting.
- Provide feedback on the meeting for continuous improvement.

We appreciate your cooperation and look forward to a successful meeting.

Best regards,
[Your Name]
[Your Position]
[Your Company]