Video Conferencing Usage Guidelines

Dear Team,

As we continue to adapt to remote work and virtual meetings, please review the following guidelines to ensure effective and respectful video conferencing:

Before the Meeting

- Test your technology and internet connection beforehand.
- Choose a quiet, well-lit location for your call.
- Prepare any necessary materials and agendas in advance.

During the Meeting

- Join the meeting on time and mute your microphone when not speaking.
- Keep your camera on to foster engagement.
- Be respectful and listen actively to others.

After the Meeting

- Follow up on action items discussed in the meeting.
- Share meeting notes with participants.
- Provide feedback on the meeting format and technology used.

Thank you for your cooperation and dedication to maintaining professionalism in our virtual environments.

Sincerely,
The Management Team