

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Prasar Bharati Secretariat**  
IT Division, Akashvani Bhawan  
Sansad Marg, New Delhi-110001.

**Subject: Etiquette For Online Meetings; Circular**

**DO's**

**1. Test your equipment**

Don't wait till last minute, check at least 15-20 minutes before the meeting start.

Have additional stand by ear phones for contingency.

**On cell phones:** Make sure you have:

- A strong signal
- No interference
- Good quality ear phones

**On a computer**

- Use a wired connection rather than Wi-Fi
- Make sure the computer camera works (or is uncovered)
- Make sure the correct speakers or head phone are selected and they work
- Make sure the correct microphone or headset is selected and they work and it is near to your mouth. Shouting into the mike does not make you loud, but on the other hand your voice gets distorted and sounds like a torn **dholak**.

Even if it says you're connected to the platform, make sure you actually are.

Test your video and audio before the meeting starts (hence the tip to sign on early enough to do this), after testing please Mute (SWITCH OFF) your audio and video both.

2. Give yourself time to set up the meeting, have no commitments 15-30 minutes in advance of the call and 15-30 minutes after the call is due to end as meeting may extend due to various discussions/questions-answer sessions etc.
3. **Choose a quiet location, no sounds of pets ,construction work ,etc to be heard.**
4. **Be prepared and attentive as you are in office.**

5. **Identify yourself and wish all present before you speak.**
6. **Dress properly, avoid casuals.**
7. **Keep notebook and pen handy to take notes.**
8. Reference material/notes/data to be used during meeting should be kept ready and within reach.
9. Keep your microphone on mute if you are not actively engaged in a conversation. Be aware of your microphone settings, **unmute** it when you need to speak ,mute it again once your conversation end, similarly for vedio also.
10. Position your camera at eye-level and on the monitor you are using for the conference. It is unflattering when the camera is either too low (double chin alert!) or too high, and when you are looking at another screen while on the call.

**DON'T:**

1. Read emails, scroll through news articles or shop online while on the call. Focus on the task and eliminate other distractions. Mute mobile phones, turn off notification sounds, and minimize other applications. Your colleagues can easily tell when you are not completely involved.
2. Have side conversations. If you aren't going to do it in an in-person meeting, then you probably shouldn't do it in a virtual one. It is distracting even if you are on mute.
3. Interrupt other speakers while they are presenting. If you have a question that cannot wait, type it in the chat window so that it can be addressed later.
4. Don't multitask during video meetings.
5. Don't chew or eat anything during the meeting.