

## VIRTUAL MEETING BEST PRACTICES

These tips will help ensure that your virtual mentorship meeting runs effectively.

### BEFORE THE MEETING

#### **Test your technology**

Make sure you are comfortable with the platform's functionality (i.e., making calls, sharing screens, etc.) prior to the meeting day and time.

#### **Determine your meeting location**

Consider where you will physically be during the meeting. Where possible, take the meeting in a room that is quiet, well lit, and has a strong internet connection. Avoid rooms with excessive traffic as it can be distracting for everyone on the call and make your family (or those around you) aware of your time commitments.

#### **Confirm the meeting coordinates**

Ensure that everyone is aware of the meeting details including the date, time, duration, and meeting platform (this should be coordinated by the student mentee).

#### **Set the expectation to use cameras**

Seeing faces during your meetings will enhance your conversation. All mentorship meetings are recommended to be conducted via video call. Communicate with your mentor before your meeting so that everyone agrees to using cameras.

#### **Be camera ready**

Make sure what you wear (that is visible on camera) is appropriate for the call.

### DURING THE MEETING

#### **Be on time**

Log in to the meeting a few minutes early to ensure that you can connect to the call successfully. If you are delayed for some reason, make sure to communicate this to your mentor.

#### **Speak clearly**

Test your microphone and speak slowly to ensure you are heard, and to allow for any audio delay (there can often be a two to three second delay with video call platforms). If available, use a wired headset to reduce ambient noise.

#### **Stay focused**

When possible, avoid unnecessary distractions (i.e., social media, working on other projects, etc.) while on the call.

#### **Be flexible**

Recognize that these are exceptional times and many may be balancing family responsibilities. Be flexible to allow for meeting schedule changes, meeting breaks, or any other family participants joining the meeting.