



## On-Camera Etiquette

Follow these rules to avoid having your webcam turned "Off" by the **Organizer** during a public virtual meeting hosted by the Miami-Dade Transportation Planning Organization (TPO).

- ✓ **Dress appropriately**
  - Either what you would wear out for a traditional meeting or simply a slight variation of a similar outfit.
- ✓ **Be aware of your surroundings**
  - Space and objects within camera frame should be appropriate for public display. Avoid showing objects that include:
    - Profanity
    - Discrimination on the basis of race, color, national origin, sex, age, disability, family, or religious status
    - Sexual content or links to sexual content
    - Solicitations of commerce
    - Conducting or encouraging illegal activity
- ✓ **Mute your microphone**
  - Unmute only when you have something to share.
- ✓ **Remain seated and engaged**
  - If you have to leave, make sure your microphone is muted and stop sharing your webcam until you return.
  - Eliminate applications, tabs, and non-related features from running on your desktop.
  - Keep your phone on silent.
- ✓ **Wear headphones**
  - Any sort of headphones will reduce noise and echo. Earbuds are good, but headsets with built-in microphones are better.
- ✓ **Know your camera**
  - Be cognizant of your distance from the camera, ensure camera is at eye-level, and look into the camera when talking instead of looking at yourself.
- ✓ **Be respectful**
  - Avoid eating on camera and be aware of your facial expressions and body language.



## Tips for a Successful Virtual Meeting

Follow these tips to ensure you and others experience a seamless and efficient meeting.

- ✓ Use a computer that has a hardwire internet connection instead of mobile devices or WiFi to avoid connection interruptions. This ensures you have an optimal viewing experience of the presentation materials and of panelists sharing their cameras.
- ✓ Minimize your environment by avoiding excess background clutter and keeping doors out of camera frame to the mitigate accidental interruptions.
- ✓ Stick to one key source of lighting. This source should be sufficiently far away from you as to avoid strange discoloration. Always avoid sitting in front of bright light sources/backgrounds such as a window. Low intensity back lighting is preferable. For maximum visibility, include a side light parallel to your back light.
- ✓ Prepare for possible discomfort. Ensure you are seated in a comfortable chair for long meetings and have a beverage in close proximity.
- ✓ Even though we all love pets and children, your loved ones may be unaware you are in an active meeting. Inform everyone in your house prior to a meeting and plan ahead.
- ✓ Always test your audio prior to join a meeting. Did you know rugs reduce room echo?