

See other side for host best practices

- in a meeting with a large number of attendees
- in a noisy environment
- joining a meeting late

Mute your microphone if you're:



Join meetings on time



Best Practices for Attendees



Best Practices for Hosts

- Consider time zones
- Choose convenient rooms
- Create an agenda
- Attach relevant docs to Calendar events
- Assign a notetaker
- Join meetings on time
- Give time to remote participants
- Ask for permission before recording

See other side for attendee best practices

▼ Fold B ▼

▼ Fold A ▼

▼ Fold C ▼