

Virtual 4-H Meeting Etiquette

- Welcome/Introductions/Get Acquainted
- No background distractions – junk, inappropriate distractions, activity or noise
- Focus on the presenter by looking into the camera. Person to Person 😊.
- Audio and video so all can see and hear. Mute microphone unless talking.
- Allow time for participants to explore the platform and become familiar and comfortable with the features.
- Be polite and don't talk over others. Have a method for requesting the floor to talk or share. (Come up with something fun to hold up or ask participants to raise their hand.)
- Make sure everyone gets to participate and not just a vocal few.
- “Thank You,” for participating/attending the meeting.
- Host is on early and stays until everyone logs off.



OSU EXTENSION
4-H YOUTH DEVELOPMENT

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Tool for Your Box: Zoom Meeting Etiquette