



VIRTUAL MEETING BEST PRACTICES

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

BEFORE THE MEETING

Test your technology

Test technology ahead of time and make sure you are comfortable with the platform's functionality (i.e. making calls, sharing screens).

- [Get more out of your Zoom meetings](#)
- [Microsoft Teams video training](#)

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.

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-on to the meeting a few minutes early to ensure that you are able to connect to the call successfully.

Speak clearly

Speak clearly and 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).

Stay focused

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