



VIRTUAL MEETING ETIQUETTE

1 Be Timely.

To minimize distractions during the meeting, log in a few minutes before the scheduled start time and follow the Teams Virtual Meeting directions provided by your One More Child representative. Identify yourself when connecting to the virtual meeting with your real name, and if you are appearing by phone, please disclose your identity upon entry.

2 Dress Appropriately.

It is important to be comfortable, and most meetings with One More Child team members are a casual affair. Business casual attire (blouse, pants, etc.) is typically appropriate. Sweatshirts, gym clothes, bathing suits, Hawaiian shirts, T-shirts, sports team jerseys and pajamas are never appropriate. If you have a question about attire, please don't hesitate to reach out to your One More Child representative to determine what is advisable for the event.

3 Eliminate Distractions.

Attempt to locate a quiet area to minimize interruptions.

4 Actively Listen.

We want to hear from you! To prevent any accidental audio distractions while another user is speaking, please mute your audio setting. Your One More Child representative will leave space for you to provide feedback or ask questions.

5 Be Respectful.

We encourage the use of positive language and good manners. Remember, you are on camera! Ensure that your physical and facial expressions are appropriate and communicate your needs in the chat or with the reaction buttons if you need to say something while someone else is talking. Ensure your language upholds the dignity of a professional setting – you will not hear our team using profanity.

6 Have a Snack!

We all need coffee, snacks and other refreshments to feel energized and focused throughout a meeting. While we encourage eat and drink when you need to, we ask that you be mindful of your surroundings, mute your microphone as needed, and minimize any distractions as possible.