



### Cell Phones & Tablets

Using a laptop or desktop computer is ideal for video conferencing, but if you must use your cell phone or tablet:

- Turn off ringer and notifications
- Do not text, use social media, or email
- Ask for permission to record session



### Appearance

You will be the main focal point, so it is important to be mindful of how you will appear on screen. Some things to keep in mind:

- Check your face for food crumbs, food in your teeth, sleep in your eyes, etc.
- Dress as if you are going to an in-person meeting or class
- Avoid wearing sleepwear such as pajamas, etc.



### Environment

When video conferencing, you want to eliminate distractions by selecting a space that:

- Has a nice, clean, plain visual background
- Is quiet and free of sound distractions (e.g. music, traffic, lot of voices, etc.)
- Will not become crowded such as busy coffee shops, restaurants, community living spaces, etc.

- Log-in early to make sure you are on time! •

**BE MINDFUL THAT YOU ARE BUILDING YOUR BRAND**