



Module 4 - Recap card

Organise online meetings

Good practices

- **Test your equipment** (microphone and camera) and your connection before the meeting.
- Choose a **quiet, well-lit and professional** place to take part in the meeting.
- **Avoid distractions** and cluttered backgrounds.
- **Mute your microphone** when you're not speaking, to reduce background noise and unwanted interruptions.

If you are the meeting organiser:

- Send out invitations with all the details, including the **videoconference link**, before the meeting.
- Pay attention to time management, respecting the start and end times of the meeting.
- Give the floor to each participant, encouraging **everyone to take part**.
- **Share presentations**, documents or screens if relevant.