



## 1

### ARRIVE ON TIME

Come a few minutes early to be sure your tech is working. If you can't figure out how to get into the meeting ask for help.

## 2

### MUTE YOUR MICROPHONE

Unless you're speaking. This helps cut down on the distracting background noises or problems with sound during the meeting.

## 3

### WE'RE ALWAYS WATCHING

What is showing up on your screen? As much as we love you, we'd prefer not to have a close up shot of your nose the entire meeting. Just because you can't see you, doesn't mean we can't see you.

## 4

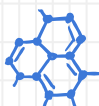
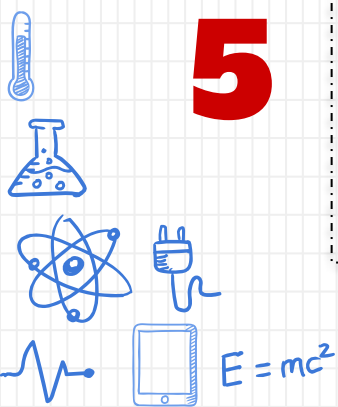
### DON'T SNACK AND CHAT

Hold off on that crinkly bag of chips until after the meeting. Not everyone likes chewing sounds in their ear.

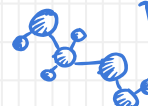
## 5

### BE SURE TO HANG UP

At the end of the meeting, click the red phone button to 'Hang Up' or exit. If you don't, you'll stay in the meeting all by yourself. That's just weird.



1



$\sqrt{2}$



$\pi$

