



THE DO'S AND DONT'S OF PREPARING FOR ONLINE CONSULTATIONS

THE DO's

- DO** choose a location with good lighting and minimal background noise.
- DO** put your camera on. This is helpful for identification purposes and to facilitate conversation between all meeting members.
- DO** ensure your laptop or device has enough battery or is plugged in. Be prepared for the chance that the meeting runs longer than expected.
- DO** elevate your laptop or device so that the camera is at eye level with you. This will allow the camera to capture you at your natural speaking angle rather than you needing to look down to meet the camera.
- DO** use a headset or external microphone (whether wireless or plugged) if you prefer to. This can enhance the sound of your voice if it is not well captured by the laptop or the device's built-in microphone.
- DO** keep your microphone on mute (when you are not speaking) if there is echo or background noise being captured on the call.
- DO** ask questions or express concerns ahead of the meeting if you are unfamiliar with the online platform that will be used.
- DO** confirm the meeting details prior to the meeting and arrive a few minutes early.
- DO** feel free to fully engage in the meeting, take notes, and ask questions as necessary.

THE DON'Ts

- DON'T** be late to the meeting.
- DON'T** forget to turn off your phone ringer or sound from other nearby devices.
- DON'T** forget to turn on your microphone to speak.