

# Meeting Etiquette

*What do we need to accomplish?*

**Outcome**

Have clear objectives for the meeting

*How do we best utilize our time?*

**Agenda**

Sequence of topics with allotted time

*Do we have the right people and right meeting structure?*

**Roles**

- Leader focuses on agenda and steers the meeting
- Scribe takes notes and sends follow-up email with actions
- Timekeeper, if necessary

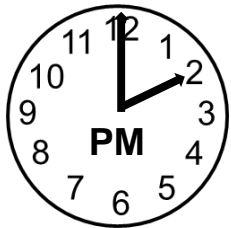
*How do we effectively run the meeting?*

**Rules**

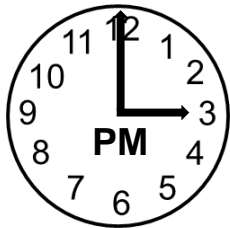
- Start on time, end 5 minutes early
- Give everyone a chance to speak, including those on the phone
- Maintain professional discussions
- Clean up room before leaving

## Time Zones

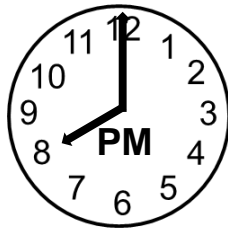
**Be mindful of colleagues in other time zones when scheduling meetings**



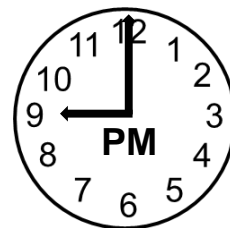
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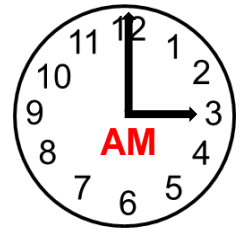
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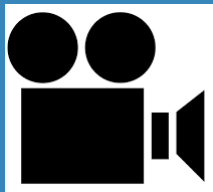
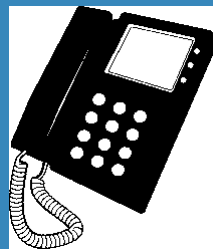
Malaysia

## Participants

- Be prepared and on time
- Put your phone away
- Listen, ask questions
- Speak concisely
- Take notes
- Follow up on actions

### Telecons

- Dial early so the meeting can start on time
- Phone on mute unless speaking
- Speak up and be a part of the meeting



### Video Conferences

- Remember...you are on camera!
- Be as attentive to the camera as you would be to a person in the room



TRANSPARENCY. COLLABORATION. INSPIRATION.