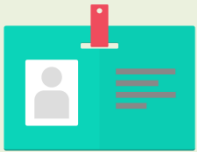


# During an Online Meeting



## Using Thumbs Up

If the Chair asks for an indication of something, such as “Can you all hear me?”, if you can hear them, then **please respond with a thumbs up and hold the thumbs up for a few seconds to allow the Chair to view everyone.**



## Address people by name

If you wish to say something to a particular person, address them by name so there is no confusion as to whom you are speaking.



## Sharing your screen

Have ready in the background any presentation for which you're going to share your screen, so as to save time when it's your turn to present.