

Google Meet Etiquette



S.M.A.R.T

S - Sitting Still

M - Matching Eyes

A - Active Ears

R - Resting Mouth

T - Time to Start



IMAGINEEK

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To Do

- Pick a place that has enough light for people to see you
- Pick a quiet space
- Look tidy and clean
- Speak clearly when it is your turn
- Use your normal inside voice
- Wait your turn

Do Not

- Make silly faces
- Eat
- Walk away from the meeting
- Speak when others are speaking
- Make distracting noises or sounds (don't sing, hum, tap or thump - Being quiet is letting others be seen and heard.

**Remember the
following 2 things...**





1

Everyone Can See You

Unless you turn off the camera.



2

Everyone Can Hear You

Unless you turn off the microphone.



Thanks!

