

General Meeting Tips

- Dress appropriately.
- Receive and confirm meeting details (agenda, location, parking, length of presentation, etc.).
- Prepare ahead of time.
- Actively listen and participate.
- Be attentive to your body language.
- Silence your phone and put it away.
- Send a Thank You note after the meeting.
- Provide any requested follow-up information.
- Follow up with your Society staff partner if needed.

Virtual Meeting Tips

- Check with meeting host prior to virtual meeting to see if you are expected to use a webcam; if so, make sure your technology is set up to accommodate this approach.
- Have log-in information and necessary documents at least one hour prior to the meeting.
- Review the presentation at a high level prior to the meeting.
- Check technology and internet requirements in advance.
- Be prepared to share your screen and/or slides for presentations.
- Log in at least five minutes early.
- Include an appropriate profile picture with updated name/title.
- Check your background and surroundings prior to the call to ensure they are appropriate.
- Make sure you sit in a well-lit, quiet place with minimal distractions.
- Turn your camera on and have your camera at eye level.
- Headphones or headsets with a microphone may provide the best quality audio.
- Mute your microphone when you are not speaking.
- Turn off email or other notifications.
- Follow any guidelines presented by the meeting facilitator.
- Start with a brief introduction and your goal for attending the meeting.
- Make space for attendees to ask questions and share comments.
- Reach out to the [MS Ambassador team](#) if you have any questions or need additional meeting resources.

Covid Safety Guidelines

- Review [CDC prevention recommendations](#), Society guidance related to [MS and COVID](#) and any local municipality COVID-19 guidelines.
- Communicate with meeting facilitator ahead of time about any COVID safety requirements and screening protocols.