Jugo Virtual Meeting Etiquette 101

**DON’T Be Doing Stuff**
Avoid engaging in activities like side conversations, unnecessary movements, or multitasking during meetings. These behaviors are rude and detract from the meeting.

- 13.2% US and 7.5% UK have had sex while on a virtual call.

**DO It In The Right Place**
Find the best place to take your meeting. Avoid unprofessional backdrops or environments that may be loud. This sets a bad precedent for professionalism.

- 38.4% US and 47.6% UK have done a virtual meeting from the bathroom.

**DO Boost Energy**
As a speaker, increase your energy level for better audience engagement, even if it feels a bit uncomfortable.

- 50.9% find it difficult to pay attention during virtual meetings.

**DO Mind Your Beverage Etiquette**
Have beverages during meetings, but adhere to these guidelines:
1. Pause your drinking while speaking.
2. Choose clear drinkware to minimize distraction.
3. Refrain from using noisy plastic bottles.
4. Avoid eating on camera, even if muted.

- 1.5% of people generally have a beverage and 49.9% have lunch or a snack right outside of their videoframe.

**DO Show Your Presence**
Maintain your camera on to display your presence and commitment. An off camera can suggest voyeurism and disrespect.

- 53.5% think it’s rude when people are off-camera during work meetings.

**DO Engage Your Audience**
Connect with your audience by looking directly at the camera while speaking.

- 56.4% US and 66.5% UK look at whoever is speaking during a video meeting.

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**DON’T Be Noisey**
Don’t let noise from your environment disturb the meeting. It’s equivalent to having a loud conversation outside an open-door conference room.

- 29.3% of people say that having others remain unmuted while in an environment with background noise is the rudest virtual behavior.

**DON’T Delay**
Commence virtual meetings promptly as a sign of respect for punctual attendees.

- 54.7% US and 51.2% UK are on time for virtual meetings.

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Report by Jugo, the global experiential platform leader, in partnership with Elaine Swann, Leading Authority in Corporate and Social Etiquette.