

Meeting Etiquette – Tips

The Dinner Meeting

- Stand up to greet others as they join your table, introduce self, move around the table to greet them if you need to
- Turn off cellphone and do not check it during the meeting
- If expecting an emergency call, OK, but put on vibrate and let others know at your table
- Order something that is easy to eat
- Allow time to eat, and then go over business (if you are running the meeting)
- If you need to leave the table, excuse yourself
- Do not begin eating until everyone is served
- Follow the leader – if your leader has a drink, it is OK for you to have a drink – but remember, do not over indulge
- Mingle
- Following dinner put napkin on the side of your plate vs. on top
- RSVP by the deadline
- Offer drinks to others before yourself – water/coffee
- Do not lean over table, ask to have items passed to you
- Do not bring a guest, unless invited to do so
- Wear name tag on right side
- Have eye contact with guests, mingle, introduce yourself

Running the Meeting

- Start and end on time
- Use agenda and follow it
- Keep control of the meeting
- Have a backup plan in case you have an emergency and cannot attend
- Send out agenda at least 2 days prior to the meeting
- You are the chair of the meeting – be careful to not “run” the meeting – be open minded to others decisions
- Keep “Hot Topics” with long discussion at the end – get through your other business first
- F/U with Chairs on To Do items prior to the meeting
- Have an assigned note taker
- Thank everyone for attending
- Assign “to do” items and possibly set next meeting date

Setting up the Meeting

- Use electronic calendar invite, if possible – check availability, attach instructions, agenda, etc...
- Make room/facility reservations and notify guests of meeting location
- Send out agenda prior to meeting

- Review minutes and F/U on To do items
- Create a group email list of those on the committee – easy to send out quick reminders and you won't forget anyone
- Use Doodle calendar – survey invite
- Genius.com to assist with logistics of events
- Evaluate if meeting is necessary – if no agenda – Do not meet
- Do not invite those that do not need to attend, just for the sake of inviting
- Establish a set meeting place, if possible, with repeating dates

The Conference Call

- Email out phone #, passcode, WebEx info, etc... if possible attach to invite
- Start on time
- Ensure technology is working prior to meeting, not right at the start time
- Reserve a quiet room
- Seek input from all members during discussion
- Make a flip chart note for those in attendance to not forget who is present on the phone
- Repeat information, if necessary
- Email agenda and other handouts to those on conference so they have them for the meeting
- If you attend via conference call, avoid doing other work and stay engaged in the meeting
- Mute your phone to avoid background noise
- Identify self when talking

Attending a Meeting

- Be on Time
- Pay attention
- Turn off cellphone – leave in car – move out of site to avoid the habitual use
- Do not be an “interrupter”
- Follow the agenda – review ahead of time and make notes to organize your thoughts and input
- No side conversations with others
- If taking notes on laptop, iPad – let the chair know that is what you are doing and do not do other work/check Facebook/check email while you are taking notes
- If you are going to be late – notify the chairperson
- Review the minutes at least 1 week prior to the meeting to ensure you have completed your “to do” items and inform the chair person that it is complete
- Accept or Decline the Invitation
- Be an active participant
- Listen, not interrupt and stick to agenda