



## HOSTING VIDEO CONFERENCE CALLS LIKE A PRO

Tips and tricks for polished, professional, online meetings.



### 1. Location, location, location

Set up in a private and quiet area with minimal background noise.



### 2. Set the stage

Check around you for distractions or things you don't want seen—keep it neat and orderly.



### 3. Light the lights

Use natural or side lighting to look your best.



### 4. Mic check, 1-2, 1-2...

Wear headphones with a microphone, and ensure your equipment is plugged in, charged, and functioning.



### 5. Clear your screen

Minimize or close anything not relevant to the meeting when you're sharing your screen.



### 6. Dress for success

Convey your professionalism and preparedness with business-appropriate dress and grooming.



### 7. Be an early bird

Log in early and get settled before the meeting begins.



### 8. Practice—and practice some more

Do a run-through of your presentation to bolster your confidence and pave the way for a smoother meeting.



### 9. Set expectations

Mute all attendees at the beginning of the call and share an agenda so the group knows what to expect.



### 10. Smile!

Speak clearly, at normal volume, and be attentive and engaged.



**That's it!** Now you're ready to host polished, friendly, and professional video conference calls—like a pro.

T. Rowe Price Retirement Plan Services, Inc.

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