



1. Location, location, location

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



6. Dress for success

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

HOSTING VIDEO CONFERENCE CALLS LIKE A PRO

Tips and tricks for polished, professional, online meetings.



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.



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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