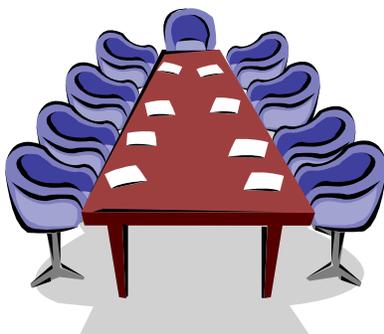


# Norms for Online Meetings



An essential part of this training on Building Skills for Virtual Reference is online meetings to share your thoughts and experiences.

These online meetings will focus on a variety of topics and will last about 45 to 60 minutes. You will receive the dates and times for the meetings from the trainers.

Here is what you, as a participant, can do to help make these online meetings as productive as possible.



## GETTING READY

- ✓ Come to the meeting prepared to participate thoughtfully. Read the required background articles and complete the activities for the week, before the meeting date. You'll be able to contribute more to the meeting as a result.
- ✓ Log into the Web site for the meeting about five minutes before the actual start time so that everyone can exchange greetings and the meeting can begin on time.
- ✓ Clear your cache in your browser before you join the meeting.
- ✓ Let the trainers know in advance if you are unable to attend that week.

## PARTICIPATING

- ✓ Once the discussion starts, it can be fast paced. Keep your comments short and focused on the topic.



- ✓ Don't worry about capitalization, punctuation, and grammar. This is a discussion not a graded essay!
- ✓ Let the trainers know if you are having technical problems during the meeting. If problems persist, re-start your computer, clear your cache, then re-join the meeting.
- ✓ Don't worry if you have to be late or are unable to attend the meeting. Remember that you will receive a transcript of the meeting, including links to the PowerPoint presentation used.

## STAYING ON TOPIC

- ✓ Keep each posting short and to the point, addressing a single issue or thought. If the discussion strays from the topic, the trainers will re-focus the meeting, referring other issues to the listserv for further discussion there.



- ✓ Be respectful of the opinions of others. Be careful with intonations of sarcasm or humor. It's easy to misinterpret meaning in a chat environment. That doesn't mean you can't make a joke, but be sure it's clear that you're joking.
- ✓ Most important of all—enjoy this opportunity to interact in real-time!