



## **Etiquette in Dalarna University Meeting Room**

This manual describes how to behave at a meeting in Adobe Connect Pro

## Contents

Etiquette in Dalarna University Meeting Room .....	3
NGL Centre .....	4

### ***Etiquette in Dalarna University Meeting Room***

- Do not disturb.
  - If you know that you should not be in a room, do not go in there. You disturb as much as if you were to go into an ordinary room. If you want to test, take an empty room.
  - If you do not know which room you are going to be in, look in your schedule.
- Be friendly.
  - In an academic environment, it is certainly allowed to say what you think of it but make sure you keep to the subject and not be rude to others.
- Make sure everything works before the meeting.
  - Make sure your equipment works well in advance of your meeting. To come into a meeting without being able to talk to the other could cause you to fail the meeting/course.
- Be on time.
  - Delay is as bad as in ordinary meetings.
- Think about your webcam.
  - It's always nice to see who you're talking to but remember what you have behind you. In your office / room there might be someone that does not want to be seen.

## ***NGL Centre***

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