

I/12042/2023



रक्षा लेखा नियंत्रक (सेना)

Controller of Defence Accounts(Army)

बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी- 250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250001

**Important Circular**

No. IT&amp;S/III/Gen Corr/2023

Date: 22/08/2023

To

**All sections of Main Office****All sub-offices under CDA (Army) Meerut****Sub:** Etiquettes of Video Conferencing/Virtual Meetings

The shift to hybrid and remote work has made video calls a modern workplace staple. A good and productive virtual meeting is one where the presenter and attendees are well versed with the appropriate behavior in a formal, online setting. It is key that all employees are on the same page and know what is expected of them to achieve the best results. Through this circular, this office would like to enunciate a few tips and guidelines for achieving an optimal virtual meeting experience:-

1. Check your internet connection and hardware beforehand.
2. Be punctual and adhere to the preset timing of the meeting.
3. Create a professional setting for the camera by making sure that your workplace is organized and appropriate for others to see. If your environment is not conducive to a professional work setting, choose and use a suitable virtual background.
4. **The settings of your camera must be such that your view looks like a passport photo.**
5. Focus the light of the room on your face so that you can be clearly seen by everyone else.
6. Dress smartly and wear work-appropriate attire.
7. Remove distractions during online meetings by going somewhere with less background noise and by turning your phone off/silent.

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8. **Mute yourself when not speaking and do not interrupt other speakers.**
9. Lay down your points/ask questions concisely and avoid wasting time in lengthy introductions/chit-chat.
10. While presenting a video conference, do not just "read" out your slides. Slides should be simple and include bullet points plus graphics that support the meeting's agenda.
11. Always set a clear agenda for the meeting and do not waver away from it at any point during the meeting.
12. Be engaged and attentive throughout the course of the meeting.

Ultimately, the etiquette of virtual meetings is not too far off from that of conducting an in-person meeting and all individuals need to hold themselves personally accountable for basic virtual meeting behavior.

This is issued with the approval of GO (IT&S).

**NAVEEN PRAKASH, AO(IT&S)-NAVEENP, IT&S-ARMY**  
**Accounts Officer**