

# Zoom Business Etiquette for Toastmasters

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- **Change your name in the Zoom app to show your name, and role (i.e. AD 41)**
- Be on time (5 minutes early is best)
- Keep your video ON to show and stay engaged with others
- Find a quiet place without interruptions or background noise
- Stay engaged
- Mute microphone when not talking
- Raise hand on video or in CHAT to ask questions or speak
- Use CHAT for questions/comments related to the session only  
– group chats are distracting
- Have a plain background – avoid backlight from windows
- Have good lighting on your face, from the front, and camera at eye level.

# Important Dates to Remember

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- June 1 Club Officer Training, Round 1 begins
- July 1 Happy New Toastmaster Year!
- July 18 Toastmasters Leadership Institute (TLI)
- **August 22** **DEC/DOT - Area & Division Director Training**
- August 31 Last day for Club Officer Training Round 1
- September 19 District Business Meeting (online)
- September 30 Club Dues are Due - Round 1
- **October 17** **DEC/DOT Area & Division Director Training**
- October Toastmasters Month - Plan a special event!
- November 1 Club Officer Training, Round 2 begins
- **November 30** **Area Visit Reports are due - Round 1**  
**Deb Luu, Program Quality Director, has asked that they be completed by 10/31 so she can review them.**
- December 5 District Holiday Party
- **January 16** **DEC/DOT - Area & Division Director Training**