



Professional Presence in Virtual Meetings

How you show up in a virtual meeting can shape the impression you make. Whether you're meeting with your ACP Mentor, interviewing, networking, or speaking with a colleague, a few simple habits can help you communicate confidently and make the most of the conversation.

Before The Meeting

- **Set up your space.** Choose a quiet location with minimal distractions. Make sure your face is clearly visible, position your camera near eye level, and keep your background appropriate.
- **Come prepared.** Know what you hope to accomplish and have a few questions or topics in mind. Keep anything you may want to discuss nearby.
- **Check the basics.** Dress appropriately for the setting and join a few minutes early to check your camera, microphone, connection, and display name.

During the Meeting

- **Be Present.** Give the conversation your full attention. Silence unnecessary notifications and avoid checking your phone, email, or other tabs.
- **Show that you're engaged.** Listen actively, react naturally, and look toward the camera periodically when speaking. Professional doesn't mean stiff. Let your personality come through.
- **Don't worry about being perfect.** Technology glitches and interruptions happen. Address them briefly if needed and move on.
- **Capture what matters.** Note useful advice, resources, names, and next steps rather than trying to document everything.

Make the Most of your Meetings

Use your meetings to practice an interview, review your résumé or LinkedIn profile, prepare for an upcoming opportunity, talk through a career decision, or ask for candid feedback. **End each meeting with one or two clear next steps.**

After the Meeting

- **Follow through.** Complete any next steps promptly and send anything you promised.
- **Stay connected.** After an interview, introduction, or networking conversation, send a brief thank-you when appropriate. Mention something specific you appreciated or learned.

AI & recording tools: If you'd like to record, transcribe, or use an AI note-taking tool, let the other person know and get their permission first.