

Combining audio and visual makes for richer communication. Seeing participants faces allows everyone to read the audience, forge new relationships, build trust, and ultimately lead to a more productive meeting.

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## **System Know How**

Get to know the ins and outs of your conference system.

Understand its' extra capabilities and use them to your advantage. Navigate the platform to work out any technical issues before they happen.

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## Virtual Meeting Top Tips



## Focus, Focus, Focus

Minimize unwanted distractions by turning off notifications, letting others know you're on a call, putting your phone on silent. Watch as your meeting productivity soars!





