

# A GUIDE TO ALA Virtual Meetings

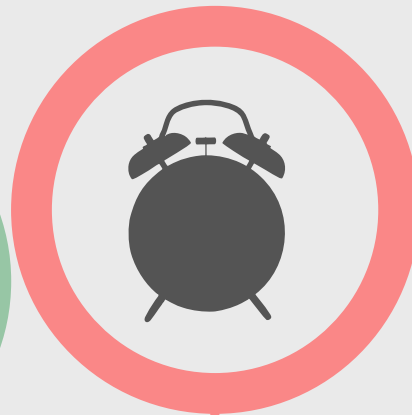
**Mute your  
microphone**



**Gather materials  
before class**



**Camera is  
recommended  
but not required**



**Be on time. Check in  
on the chat.**



**Stay engaged  
and use the chat  
to participate**



**Check connections**



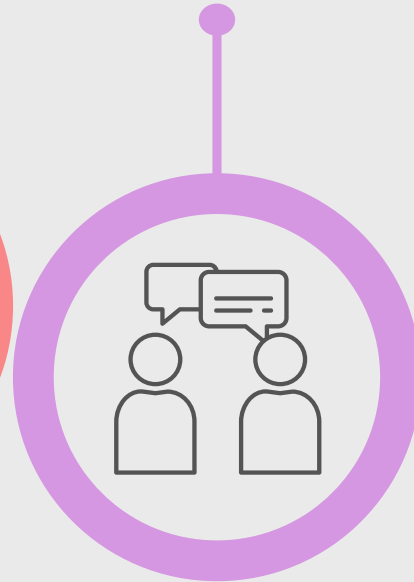
**Dress  
appropriately**

# This is a Class that...

**Raises our  
hands and  
participates**



**Uses kind words**



**Is respectful to  
others**



**Listen to others**



**Waits for turn**



**Loves to learn**



**Has fun!**