



10 Etiquette Guidelines for Business Meetings

- 1) **Be on time.** Even better, be five minutes early so you can find your seat and get situated. Being ready on time shows respect for others' time and avoids having to start out with an apology for being late.
- 2) **Bring your business cards.** Offer your business card as you introduce yourself or are introduced to other participants. Treat cards that are given to you with respect—read the card when it is given to you and then put it away carefully in a card holder (never slip it into your back pocket where you will then sit on it). *Tip:* Place cards from others on the table in front of you so you can easily be reminded of peoples' names.
- 3) **Be prepared.** The organizer of the meeting should have a set agenda that is shared well in advance. Participants should come prepared by familiarizing themselves with the objectives of the meeting and by having all assignments complete.
- 4) **Silence your smartphone.** This includes tucking it away out of sight. Lights and vibrations can be distracting to everyone around you.
- 5) **Have a positive attitude.** Don't kick off your shoes and slouch back - meetings are not recess. Show respect by being professional, attentive, and engaged. A positive attitude starts with positive body language - sit up, look others in the eye, and smile.
- 6) **Be a good listener and active participant.** Be courteous and listen when others are speaking, but also be sure to be an active participant so you can have a productive meeting.
- 7) **Don't eat during meetings.** Be sure to eat your meal or snack prior to entering a meeting unless the entire group is eating.
- 8) **Avoid nervous habits.** Don't distract others by mindlessly tapping a pen or drumming your fingers on the table, rustling papers, or tapping your feet on the floor. These actions make you appear nervous or bored, neither of which are good for your image.
- 9) **Follow through on your assigned action items.** Just as it is important to arrive prepared, be sure to complete any assignments going forward.
- 10) **The all-important thank you.**
 - **Meeting with co-workers:** Thank the organizer...even something as brief as "Great meeting. Thank you for getting us together" will be appreciated.
 - **Meeting with a client or prospect:** Here's an opportunity to build the relationship that shouldn't be missed. Write a note to thank them for their time and, if applicable, the opportunity to meet.

At The Emily Post Institute, we guide you in making a positive, professional impression that builds stronger internal and external relationships. To learn more about our seminars, **call Dawn Stanyon at (802) 355-9991** or by email at dawnstanyon@emilypost.com.