



These are all excellent recommendations for making your best impression at a business meeting. For more information regarding ways to optimize business etiquette, visit these web sites used in the preparation of this article: careerknowhow.com, insideoffice.com, and sideroad.com/Business_Etiquette.

Business Meeting Etiquette

Whether you are hosting a meeting or simply attending one, you can maximize the effectiveness of that assembly by understanding and implementing these common-courtesy guidelines presented by experts in the field.

For the meeting planner and keynote speaker:

- Notify guests in advance of the location, dress code and topics to be discussed;
- Make introductions (name, title and company) among all participants;
- Prepare a meeting agenda and stick to it (start and finish on time);
- Request non-essential electronic media remain out of the meeting room;
- Stay on task; don't allow others to deviate from topics at hand;
- Table extraneous comments and questions until the end of the meeting or even a subsequent meeting;
- Appoint someone to document major points and decisions made at the meeting;
- Distribute meeting recap to attendees as soon as possible after the session concludes.

For meeting participants and/or guests:

- Dress professionally and be on time;
- Offer a firm handshake, smile, stand and make eye contact during introductions to others;
- Defer rebuttals, questions, etc. to participants with more seniority;
- Direct all communication to keynote speaker, not other participants;
- Be concise and clear with your commentary; don't rehash old news.