



SLA Virtual - Do's and Don'ts

STAY PROFESSIONAL

- You are both young adults and high achieving students. Please treat this virtual opportunity as a professional space at **ALL** times and as practice for future virtual interviews/conference calls.

DRESS APPROPRIATELY

- One of the perceived notions about SLA Virtual is the freedom to wear anything. Not at all! Pajamas, tanks tops, t-shirts, halter tops, and blankets **NOT PERMITTED**. Business casual attire is required and students are to wear their **SLA polo shirt** (during the session).

ACTIVE PARTICIPATION

- In order to (a) **receive community service hours, (b) have a written letter of recommendation, (c) participate in the SLA graduation ceremony, and (d) be awarded a certificate of completion** – PARTICIPANTS must attend *six out of the seven sessions*. As reminder, students must actively participate.

BE AWARE OF YOUR SURROUNDINGS

- Quite Space: Locate a section in your home/backyard where there is no noise for 90 minutes.
- Tidy Up: The way you present yourself in-person or virtually reflects who you are. Please sit in a space where it is neat and free of clutter.
- Proper Lighting: Have proper lighting as your peers/speakers/facilitators want to see you.
- Wi-Fi: Test out the Wi-Fi 15 to 20 minutes prior to the start of the virtual session.

ARRIVE ON TIME

- Arrive into the session no later than **9:15 am SHARP**, as we will begin promptly with roll call, networking, and discussion of healthy bites for breakfast. Please do not eat after the allotted breakfast time frame but do have a water or juice while on the virtual session.

MUTE YOUR MICROPHONE (When You're NOT Talking)

- Out of respect for your facilitators, guest speakers, and peers - all electronic devices must be on silent mode and completely out of sight during sessions. Additionally, please put yourself on mute within the virtual platform. There is nothing more unprofessional during a conference call than hearing echoes from conflicting microphones or background noise.