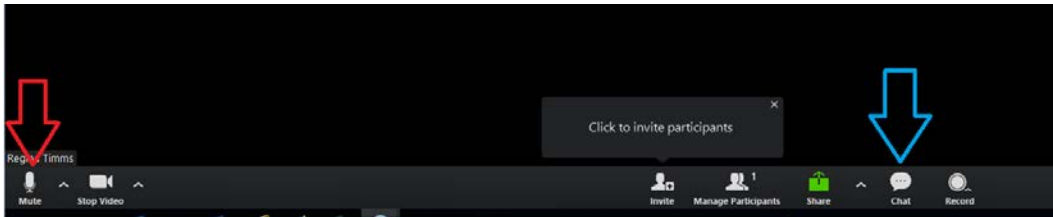


Video Conferencing Etiquette

The Do's and Don'ts for a Successful Event

Mute yourself when not speaking

- ✓ To mute your Zoom platform, there is a mute icon on the bottom left corner of your screen (red arrow). Always mute your line when you are not talking. Every shuffle of paper, sneeze, chew, or side conversation can be heard and is disruptive to all.



- ✓ There is also a Chat feature (blue arrow). The facilitator of your Zoom conference may ask you to ask questions or make comments in the chat box. You can do so by clicking on the chat icon. This will bring up a box for you to type in your questions or comments.

Be on Time

- ✓ When attending a Video conference call, please allow enough time to access the meeting. Waiting until the last minute and then notifying the meeting presenter that you cannot access only disrupts the meeting.

Ensure your technology works correctly

- ✓ Do a few test runs with internal employees before a scheduled Zoom conference to ensure smooth accessibility to your video call.

Be actively engaged in the learning opportunity

- ✓ Please keep your camera on and unblocked so we can see you.
- ✓ Being actively engaged in the presentation is going to maximize your learning opportunity.
- ✓ Be thoughtful of the presenter of your meeting.
- ✓ Give your utmost attention when on a video conference. Resist checking email or working on your laptop during the conference.
- ✓ Remember, we can see you just like you can see us.