

# Videoconferencing

## Meeting Expectations and Etiquette

### General Membership Meeting Ground Rules

To ensure that everyone will have a great experience at our virtual General Membership meetings via videoconferencing using Zoom, we will be implementing the following ground rules:

- **Waiting Room**
  - This feature allows our Zoom meeting host to control when a participant joins the meeting. Our meeting is open to members. Uninvited participants will not be admitted.
- **Audio & Video**
  - As members are admitted to the Zoom meeting, audio and video will be on. This will allow members to greet each other. Please try to avoid talking over one another.
  - Please turn on your camera and enter your names in the *Participants* panel.
  - Once the meeting starts, everyone will be muted except for the presenters. Change your screen to *Speaker view* from *Gallery view* to watch the speaker better.
- **Questions & Answers**
  - There will be Q&A period after a presentation. Participants will post questions using the Chat function (via meeting controls at the bottom of the screen).
  - Posted questions will be visible to all participants.
  - When you are called to ask a question, unmute your microphone (via meeting controls) or hold down the space bar on your keyboard to unmute temporarily to talk.

### Zoom Meeting Etiquette for Attendees

- Join early – up to 5 minutes before the meeting start time
- Test your video and audio before your meeting
- Have your video on unless you are experiencing connection issues
- Find a quiet space without interruptions / background noise
- Have a plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly
- Adjust your camera to be at around eye level if possible
- Mute your microphone when not talking
- Try to avoid talking over / at the same time as other participants