BEFORE SESSION BEGINS

	Position your camera properly. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
	Highlight your face Place lights to shine or reflect light on your face, so people can see you and not spooky shadows or silhouettes.
	Check your bandwidth. Internet bandwidth can vary and impact the Zoom experience. For example, other people in your house using the same internet connection streaming Netflix etc may cause problems. If Zoom is giving you lots of messages about poor internet connection, try switching to use your phones hot spot.

ETIQUETTE DURING SESSION

	Mute your microphone. To help keep background noise to a minimum, mute your microphone when you are not speaking.
	Be mindful of background noise When your microphone is on, avoid activities that could create additional noise, such as shuffling papers or talking to people not on Zoom.
	Give everyone a go. Have an agreed protocol. Because there is a small delay on Zoom, it's easy to talk over the top of others. So before a session the class can agree on a protocol, raise hands or decide on a signal which allows everyone to have a chance to have their say.
	Let the host know if there is a problem. If you can't hear others or see the presentation, speak up so it can be rectified.
	Ask your Presenter to repeat the questions If the host (minder) would remind the presenter to repeat every question, all participants will know what the answer refers to.
	Talk so the other participants can hear. <u>Remember to un-mute.</u> Move forward to talk and talk to the screen, if you turn your head to the side you may not be heard as well. Don't eat or drink or rustle pages while you talk.