



Virtual Meeting Best Practices

ETIQUETTE

- Join the meeting from a quiet area out of respect to others on the line.
- If your computer audio is susceptible to feedback, use headphones with a microphone (not your computer speakers).
- All participants will be muted when joining the session. **When you are not speaking – please stay on mute.**
- Turn on your video in order for us to see each other, especially when speaking.
- Place cell phones on vibrate; silence notifications from computer calendar and email.
- When called upon by a facilitator to ask or clarify the question, introduce yourself with name, title, and location when asking a question or commenting
- Participants are encouraged to use their computer for video and audio but, as a backup only, if you are having difficulty hearing or are having a slow/interrupted internet connection, try using closed captioning or dial into the Zoom phone number.
- Speakers will present their own slides by sharing their screen. Facilitators will monitor live chat for presenters.
- **Submit questions & comments during the presentations through the chat feature in Zoom.**
- Allow time for responses – participants may have a communication lag or need to go off mute.
- Please stick to the schedule and come back promptly from breaks and be ready to re-engage. Breaks are firm, fixed timeframes.
- Stay focused and stay engaged during the meeting. The expectation is that we are focused on the meeting and will not try to manage other work and email.

LOGISTICS

- *Accessing Zoom in Web Client:* If your institution prohibits the use of the Zoom application, click on the link that says “Having Issues with Zoom Client? Join from your Browser”. Do not click “Launch Meeting” and click “Cancel” if you are prompted to open an application.
 - Use Google Chrome or Mozilla Firefox for the best functionality
- *Naming:* *When joining zoom, rename yourself* using your name and title
 - Click on the “Participants” tab in the meeting controls
 - Hover over your name and select “More” then “Rename”
 - Use your first name and title
- *Live Chat:* Click on the “Chat” tab in the meeting controls.
- *Raise Hand:* Click on the “Reactions” tab in the meeting controls and select “raise your hand”. Please remember to lower your hand once your question has been addressed.
- *Polling:* Click on the “Polling” tab in the meeting controls.
- *Breakout Rooms:* Some interaction will occur in breakout rooms.

- To select a breakout room, select the tab marked “breakout rooms” in your meeting controls, then click “Join” next to your preferred breakout room. You may select your own breakout rooms and move between rooms at your discretion.
- Each breakout room will have its own chat.
- If you need assistance while in a breakout room, select “ask for help”.
- You will be notified when it is time to return to the main session room.
- Make sure to click “Leave Room” not “Leave Meeting” when returning to the main session.
- *Technical Difficulties:*
 - Close open tabs and/or applications
 - Restart your computer
 - Turn off your camera
 - Check your microphones/speaker/camera settings
 - If using the web client, check to confirm your browser is up-to-date
 - During the workshop use chat to send a direct message to Catherine Pavilanis, CPAESS Project Coordinator, or email Catherine at capavilanis@ucar.edu