

Zoom Etiquette: Behavioral Rules

Live online conferencing via Zoom is different from a physical conference on-site. Different behaviour is necessary online to make sure online meeting can run smoothly. This document explains how you as an attendee can best behave during these Zoom sessions to make it as successful as possible.

Preparation

- You need to have **installed the Zoom software** <https://zoom.us/>. Make sure you have installed it and activated it before you click on the link with passcode provided.
- **Check all audio and video in advance.** You can visit <https://zoom.us/test> to make sure all is working. If your computer doesn't have a microphone and/or camera, chances are your phone will. You can also use your phone.
- Please notify the technical assistant (see below), if Zoom isn't working or you're having other technical issues.
- Try to find a relatively quiet place for Zooming.

Behavioural etiquette during meetings

- Please, **be on time** – especially for your first meeting it might take some time to figure out how Zoom works.
- **Mute your microphone** when listening to the chair or speaker. There is always the chance of unexpected background noises in our homes. With so many “homes” coming together at the same time, this can become a problem.
- **Do not record your online session** in any way. Participants need to feel safe in their online environment to be able to participate actively. When you record them without their consent, this isn't possible. The chair however can ask your consent to record the session.
- **Ask questions through the chat** – if you follow a session that has lots of participants interrupting your speaker when they have questions, this could be distracting. It could also be scary to ask a question in front of everyone else. By using the chat to ask questions the chair can decide themselves when is an appropriate time to regard your question.
- **Communicate well** to avoid confusion.
- **Be kind and considerate.** Help each other, including the chair and speaker with any technical issues or questions that may come up. Using Zoom is still quite new for everybody. Things can go wrong, so we need to help each other make the best of it.

Technical issues during the Zoom session

- If you lose your Zoom connection, simply try to rejoin by clicking the link again. The chair will let you in, if you come in the waiting room. If he does not notice you at once, because the chair is busy chairing, please send a WA to Erik Lont.
- If all fails, notify the Technical Assistant Erik Lont of what happened via Whats app or by sending an email. **Technical Assistance: Erik Lont +31.6.34712160 or e-mail: e.n.lont@student.vu.nl.**