

Zoom and Virtual Programs Etiquette

Participating in a program, meeting, or activity virtually is a little different than what you may be used to. It's easy to interact with each other when we're sitting in the same room, but how does that translate to virtual settings? Well, some things are new, but some things stay the same!

Etiquette Tips

- **Respect your fellow participants.** We all have different experiences and opinions, and come from different places and backgrounds. Keep an open mind and listen to what other participants have to say.
- **Keep background noise to a minimum.** When we are in the same physical space, we experience the same background noise and can take steps to reduce it. However, when we are meeting virtually, each person has their own background noise such as kids playing, dogs barking, or construction outside. When too much background noise adds up, it can be difficult to hear people. To help reduce background noise:
 - Try to find a quiet room, ideally one with a door that can close.
 - Keep your microphone muted on your computer, phone, or tablet unless it is your turn to speak. If using Zoom, you can mute your microphone by pressing the button in the bottom left corner of the Zoom window.
- **Arrive on time!** If possible, click on the link to join the activity a few minutes early. The event moderator will typically start the event early to let people in. If you are arriving late, please ensure that your microphone is muted when you join.
- **Try to feel comfortable with your camera on.** Meeting virtually is not the same as face-to-face as it can be difficult to feel a personal connection. If you feel comfortable, leave your camera on to let people see you. With that said, there are many reasons why you might prefer to leave your camera off. It's nice to see smiling faces, but it's up to you!

- **Respect the privacy of others.** We don't expect you to share any private or personal details with the group and we ask that you not break the trust and privacy of others.
- **Stay focused!** Of course, any activity is going to have some spontaneous conversation and socializing, but try not to stray too far from what is happening.
- **Limit "crosstalk."** Speaking should occur one person at a time. It can become difficult, especially when using virtual meeting spaces, to hear one another if multiple conversations are happening at the same time. Remember to keep your microphone on mute when you are not speaking and always wait for someone else to finish speaking. If you have something you would like to say and it is difficult to jump in, send a chat message to the event organizer or use some of the Zoom emojis.
- **Have fun!** Meeting virtually has many advantages. While it's not quite the same as sharing a physical space with other people, it can help us stay safely connected from the comfort of our own homes.

For more information or additional support

Check out the official Zoom Help Centre website at support.zoom.us/hc/en-us for more information and tips on how to use Zoom.

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