



ETIQUETTE DOCUMENT FOR ONLINE MEETINGS:

The best rule of thumb is to treat the online meeting space and participants the same way you would were it an in-person space.

But, from experience, here are some nitty-gritty guidelines to guide the process further and make the experience a pleasant one for all present:

1. **Please check in 15 minutes before the scheduled start time** to allow the administrator time to admit you. If all 70 delegates for a large workshop show up precisely at 3 minutes to the start time, it will cause inevitable delays. *Please note that we pause admitting a few minutes before a meeting to allow the administrator to assist with the start of the course.* Thereafter, the administrator will revert to admitting last minute arrivals from the online 'waiting room'.
2. Ensure that your **zoom display name is your full name**, this will ensure that you are admitted timeously into the meeting and allows for the facilitator, other delegates and the ISASA admin to be able to interact with you easily.
3. Be wary of singling out friends during the meeting as it can feel exclusionary! Please be inclusive.
4. **Camera on; microphone off during session** (unless asked to unmute).
5. If you can't have your camera on, please message the ISASA admin privately in the meeting, providing your reason.
6. **Camera off; microphone off during comfort breaks.**
7. Please ensure your phone is off (on silent at the very least) to ensure you can give your full attention to the presenter and your co-participants.
8. **Use the chat appropriately** – if you would like to contact another participant directly, please use the private message function rather than sending a message to everyone.
9. **Please do not eat or engage in other distracting activities** while in a meeting (knitting; combing hair; walking around; making tea on video!)
10. Drinking a beverage – water, tea is considered acceptable.
11. If you cannot wait until the designated break in the meeting, please excuse yourself in the chat and ensure your camera and microphone are off while you are away.
12. **Expect technology failure:** Do not say anything while in a meeting you wouldn't want everyone to hear. If you must take/make a call – rather step away from your computer into a different space.
13. **Please do not 'gate crash' the meeting** – if you have a question, send it to the meeting administrator privately or place your question in the chat so that the administrative assistant and/or facilitator can address it at the appropriate time to prevent breaking the 'flow' and timing of a workshop.
14. If asked to give feedback – **be brief, concise and mindful of time** so that others also get to share.
15. Pay attention to instructions when being assigned to breakaway group. A scribe and a spokesperson usually need to be chosen by each group. The spokesperson shares the group's feedback upon return to the plenary.
16. **Please respond** when the administrator tries to communicate with you, either via the chat function or on video.
17. **Once you have been admitted to an online workshop/meeting, please do not leave the meeting.** If you need to step away from your computer, simply direct message the administrator that you need to step away for a time and remain in the meeting with your camera and microphone muted. Once you are back at your computer, message the administrator again to let them know, so that they can once more allocate you to breakaway group discussions, etc.