TIPS FOR ATTENDEES: ZOOM PRESENTATIONS

Below are a few etiquette tips we are asking each of our attendees to follow. We appreciate your cooperation and support of each of our sessions by following these simple rules.

LOGGING IN

➢ **Arrive Early:** Please log into the zoom session five minutes early. This will allow us to ensure everyone has good bandwidth and can hear the speaker.

➢ **Audio/Visual Check:** We will briefly review sound and presentation modes. This is to ensure every audience member can hear the speaker and see the presenter's slides.

➢ **Mute:** During the presentation please be sure your audio is always on mute. This is to respect the speaker and alleviate any background noise that may be distracting to other attendees.

➢ **Video:** While the presenter is speaking you do not need to have your video feed turned on. Sometimes leaving the video feed turned on will cause delays in the delivery of the presentation depending on your internet speed and capacity.

➢ **Zoom Name:** When you log in you can enter your name and pronouns. We ask you enter your first and last name. If you would like to be kept anonymous because the presentation is being recorded, please private message the MADSSCi moderator and let them know you are present.

DURING THE ZOOM PRESENTATION

➢ **Asking Questions:** During the Zoom presentation we ask all audience members remain on mute. If you have a question or comment, please enter it into the Zoom chat box. A moderator will facilitate your question in a timely fashion to the speaker.

➢ **Recording:** Each workshop will be recorded. By registering for the event, you have acknowledged and accept the recording of this presentation to be shared and disseminated across ABRF membership in the future.

➢ **Snack Off Camera:** If you need to have lunch or grab a snack, we recommend you turn your video feed off until you are finished eating.

- ➢ **Background:** Be mindful of your background. Be sure your camera is positioned to minimize distracting background movement or action. A virtual background can be helpful.
- ➢ To add a virtual background, select the up arrow next to the Start Video icon and select >> Choose Virtual Background and select from one of the stock images or upload your own image.
- ➢ **2x2x2 Rule:** We understand the excitement that can be generated in wanting to ask a lot of questions and provide comments to the speakers. However, there will be a number of people on the presentation that may want to have an opportunity to speak up. We ask that you follow the 2x2c2 rule.
    - ❖ Keep your comments to 2 minutes or less
    - ❖ Let at least 2 other participants speak before you speak again
    - ❖ Count 2 beats before commenting