

## OUR ZOOMIQUETTE

### Before the meeting:

- › Prepare the technical set-up
  - o Wired connection is preferable to avoid streaming lags
  - o Turn off possibly distracting notifications
  - o Use headphones to avoid echos or feedback
  - o Check that your mic and camera are working
- › Make yourself comfortable
  - o Choose a quiet place
  - o Do not sit next to another attendee to avoid feedbacks
  - o Make sure that the camera is facing you head-on
  - o Check the background – it will be shown in your video
- › Check Learnweb
  - o Make sure that you have the Zoom meeting-ID and password at hand
  - o Check for slides in case they are available beforehand
  - o If available study the description of the upcoming session (some sessions might require online group work others just ask you to listen in)
  - o Prepare yourself for notetaking in order to facilitate post-preparation
- › Go to the meeting a little early to ensure everything is working fine

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### During the meeting:

#### › Things to do...

- o ... choose a proper name, preferably your real name
- o ... turn off notifications on your mobile or laptop
- o ... always mute yourself unless you are actively speaking
- o ... raise your hand via “Manage Participants” if you’d like to speak
- o ... consider using the chat to ask questions

#### › Things to avoid...

- o ... overspeak over anyone
- o ... disturb the meeting by using the chat excessively
- o ... eat while in a meeting
- o ... try to multitask
- o ... moving around while on video
- o ... logging-in simultaneously on different devices at the same time

#### › Recording policy

- o Do not record sessions in any way by yourself
- o Official recordings will not contain audio or video footage of students