Dos and Don'ts for online meetings

Recommendations for a successful Zoom conference

Punctuality

Be sure to be on time so not to miss anything. Contents are mostly conveyed in the first minutes.

Camera

Please show yourself if possible. This is how better interaction occurs and the speaking person doesn't have the feeling of talking to the void.

Mic

Turn off your microphone. This will avoid background noise and interruptions. You can turn it on again to contribute or when you are called.

Chat behaviour

The chat is for asking questions and commenting. Use inclusive language and stick to the topic to contribute to the discussion.

General rules

Be considerate of your fellow participants: verbal violence in writing or speaking is not tolerated. If willing to record the meeting please ask the organizers.