

## **PAVC's Best Practices When Participating in a Group Gathering on Zoom**

Hello Church! Since we're using Zoom so much during this time of not meeting in person, let's take this opportunity to get on the same page in terms of etiquette and best practices. Here are a few tips:

1. If you haven't used Zoom before click the link to download Zoom prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc.
2. As much as you can, find a quiet location where you will not be disturbed, distracted or distracting to others during your meet up time. Turn your cell phone off and let your housemates know that you are on a call.
3. Make sure that you have good lighting on yourself so that people can see you.
4. Feel free to put yourself on mute if you are not speaking. (You'd be amazed at how sounds that you can tune out like your own typing or ice tinkling in your water glass sounds loud to others on the other side of the video conference.)
5. Do turn your video on so that people know that you are present and participating.
6. When it comes to your turn to speak, speak at your normal speaking volume. Don't worry about needing to speak too loudly unless others let you know that they can't hear you. Don't forget to unmute yourself when you are trying to speak.
7. Don't do other things while on a Zoom call. Doing other work, or texting or chatting with others not in this call can be distracting and energy draining for those on the call with you.
8. Be yourself and have fun! People are on this call because they want to see you, communicate with you and work with you. Give yourself the freedom to really connect with people as much as possible.