There may be occasions where you are asked to join a Zoom meeting rather than a webinar. For these meetings please see and follow the below etiquette.

Zoom Meeting Etiquette

1. **Use the "Raise my hand" function if you wish to speak.**

   The Chair will note which members wish to speak and will invite each to speak in turn. Be aware that there may be a slight delay before the host turns to you if several members wish to speak.

2. **Mute your microphone**

   To help keep background noise to a minimum, please mute your microphone when you are not speaking. NB. the host may choose to mute all microphones, apart from those of members who wish to speak at particular time.

3. **Be mindful of background noise**

   When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers or typing.

4. **Limit distractions**

   It will be easier to focus on the meeting if you turn off notifications, close or minimize running apps, and mute your smartphone.

5. **Position your camera properly**

   If you choose to use a web camera ensure that it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

6. **Think about your actions on camera**

   Remember that everyone can see you. Try to stay still and look attentive to avoid distracting the speaker and other participants.

7. **Use Zoom's chat function**

   You can send a question or statement to everyone or privately to a participant.

Zoom's help centre includes a useful overview of attendee controls in a meeting:
https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting