

Rotary

E-Club of Global Trekkers



Etiquette

Be considerate of others when visiting online. Etiquette is important when participating in a meeting.

- Become a skilled Zoom user: Take the tutorials at <https://support.zoom.us/hc/en-us>
- Log on before the start of the meeting. Late arrivals can break the flow of discussion
- Especially when the guest speaker is doing his/her talk ...
 - Mute yourself by clicking on the microphone icon
 - But keep video on ... it helps the speaker know he/she is talking to a live audience and is not disconnected. Connection bandwidth is unaffected
- Don't fumble around with the microphone
 - If using a headset, don't touch the microphone's head
 - If using your laptop or smart phone's internal mic, know where it is and don't touch it
 - In the Zoom video conferencing system, the border around your image is highlighted in yellow when noise is being sourced from your mic
- In a large group, state your name as the first thing you say: "This is XXX. I think ..."
- Speak clearly at a measured pace
- Follow the guidance of the meeting's host and be respectful of others
- HAVE FUN! LAUGH! ENJOY THE CAMARADERIE OF GLOBAL TREKKERS! 😊

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