



Zoom Meetings Etiquette

The challenge that we are now all facing, requires us to look at alternative ways to operate as closely to normal as possible.

For the next few months and/or until the Covid-19 restrictions are relaxed, HBOC will be offering Zoom meetings for its members. With the current circumstances of restrictions to non-essential travel, requirements for social distancing, and some HBOC members being health- or age-compromised, Zoom meetings seem to be a suitable and easy-to-use alternative. HBOC has taken out a paid subscription so that we will not be limited to the normal 40-minute maximum that applies for free Zoom meetings.

HBOC's Zoom meetings are for members only. A few days before each meeting we will send a link to all current members, with details of how to connect in for the coming meeting. Please do not forward the link to others. By current members, we mean those who have paid their membership subs for 2020.

The HBOC Zoom meetings will be an important platform for social interaction for many of us, and an opportunity to learn, contribute and participate in something like a "normal meeting". We fully recognise that your participation won't feel the same as a normal meeting and that we're also likely to have technical glitches along the way. Please bear with us when that happens. We're all just volunteers.

The following protocols are recommended to encourage efficient and effective meetings:

1: Install and Prepare:

- Download Zoom (at <https://zoom.us> and then follow the prompts)
- If you have already installed it, please make sure that it is the latest upgraded version

Please be aware that what you are seated in front of becomes your backdrop that we can all see.

- You can use virtual backgrounds images from Zoom settings to create your own background or by importing your own image from photos.
- A good idea is to have a light on in front of you not behind so that everyone can see you clearly.
- A desk lamp or an \$8 selfie light from Target will work well attached to your screen, laptop ☒ tablet or phone.

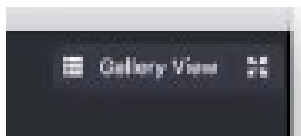


Choose Virtual Background



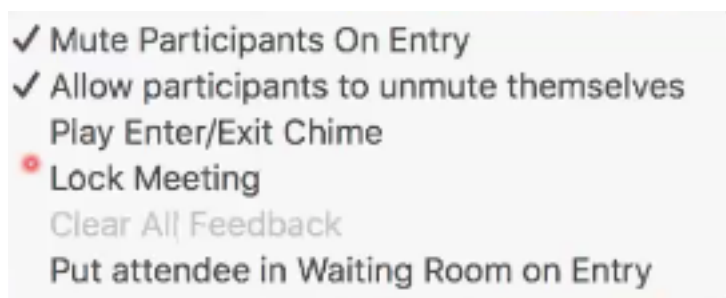
2. The Meeting Link:

- You will be sent a link via email that you will click onto. This will open up in your browser.
- You will then enter the unique code/ password into your Zoom App to join the meeting.
- You can then join the meeting at the scheduled time, or later if you are delayed.
- You will have to wait to be admitted by the host.
- If you choose gallery view in top right corner of your screen you will see more of the meeting's participants. Swipe right to see additional pages of participants.



3. Start time:

- The waiting room will be opened a few minutes before the scheduled meeting time.
- The meeting will commence as closely as possible to the scheduled time. It may take a little time to "admit" everyone to the meeting. We will be feeling our way on this!



4. Turn off:

- **mobile phones**, TV, radios and any other electronic devices or to silent. This includes any other background noise that may interrupt you.

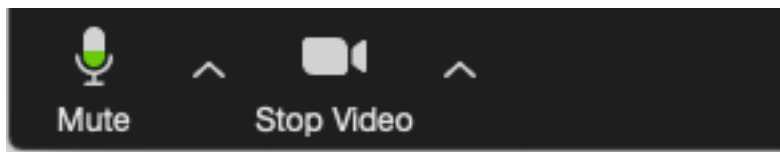
5. Privacy:



- For family privacy you may like to consider being in a separate room as persons walking around or doing something behind you in the room potentially will be seen by all meeting participants.
- Any other noises in the background will be picked up by Zoom and this includes other members of the family speaking or doing other activities.
- The default setting (done by the host) will be to have you on Mute so that everyone else is not distracted by noises in your background.

6. Zoom Meeting:

- Attendees need to be mindful that only one person can speak at a time.
- If you are not required to speak, the host will mute your microphone. In particular, when the invited speaker or the host is talking, everyone else will be muted.
- You can mute and unmute your microphone at any time. However, the preferred default is that your microphone is muted.



7. Chat and Hand Signals:

Chat:

- You can open the chat icon and use chat to communicate.
- You can type in a message or question or answer someone.
- The default in the Chat function is a personal reply to someone. But you can select “Everyone” if that’s where you want the comment to go. Be careful about this please!

Hand Signals:

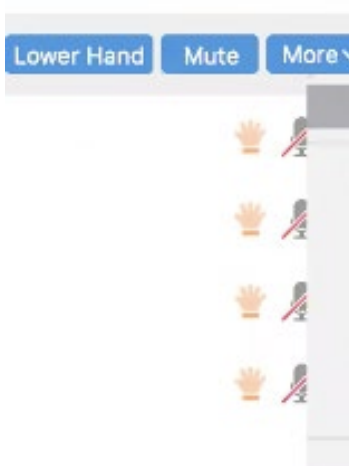
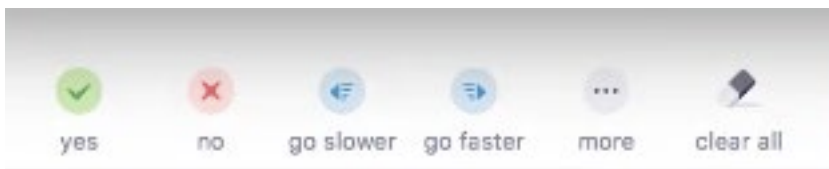
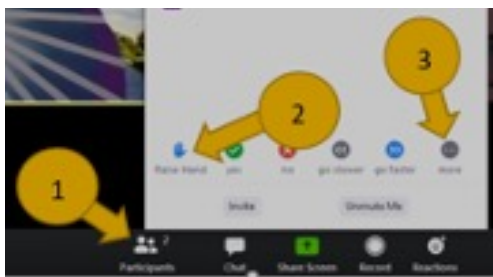
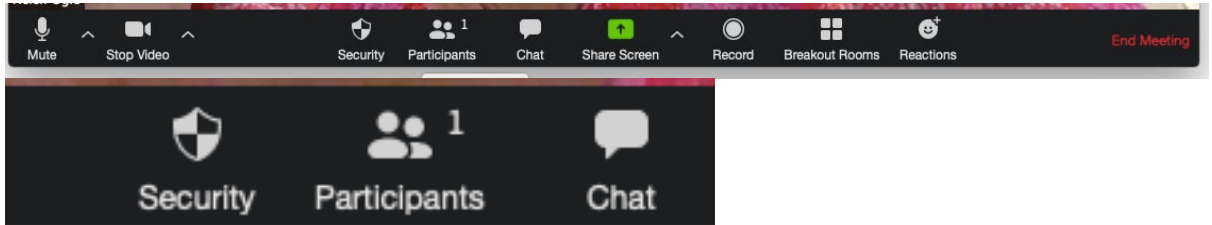
- After the guest speaker has finished, there will be the opportunity to ask them some questions. Later on in the meeting, we will ask people to report their observations.
- In order that these two activities **do not descend into chaos**, you first must raise your hand electronically and thus catch the host’s attention. Then, you will be able to ask your question or report your observation. The host will unmute you for that period or you can do that for yourself.
- To attract the host’s attention in Zoom, use the “Raise Hand” function. If you change your mind, you can do that by selecting “Lower Hand” which will now be appearing as an option.



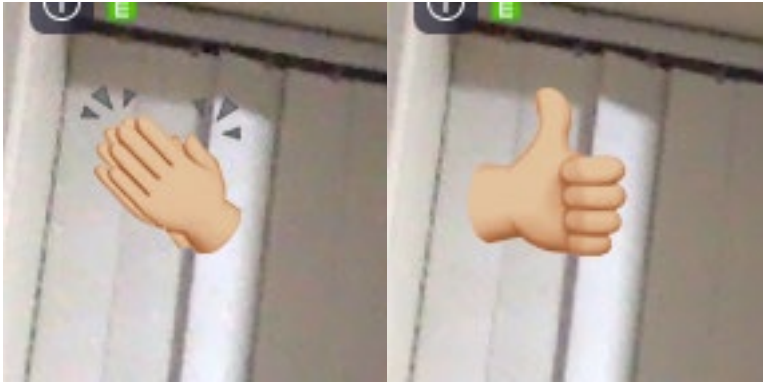
Hunter Bird Observers Club

Affiliated with BirdLife Australia

- The Raise Hand function is available from the Participants box that is located in the bar at the bottom of your screen near the chat icon. If you are using a phone or tablet, the Participants box sometimes appears elsewhere (so, look for it).



There are other icons that can be used that show up onscreen rather than in the chat box.



8. Be respectful:

- Treat people as you would if you were face to face.
- Be patient with participants and allow some grace to any miscommunications or delays in responses.

9. Disruptive persons:

- Continual talking will not be tolerated. If a person begins to be disruptive the meeting organiser can/will mute all in attendance so the meeting can continue.

May 2020