

Zoom Meeting Etiquette

This is a very important document to follow. Without proper etiquette, a **Zoom** meeting can descend into chaos.

The basic etiquette for any meeting be it **Zoom** or in a Boardroom is:

- Appropriate behaviour is expected.
- Wait your turn.
 - We ask that you self-mute your audio.
 - This will keep distracting background noises to a minimum.
 - Use the **Raise Your Hand** option under the **Participants** button to signal that you have something to add, wait for the host to call upon you and press and hold the **Space bar** on your device to unmute and talk.
- It is advisable to keep notes of your questions and discussion points so that they can be quickly addressed.
- Try to remain on topic.
 - If you have something newsworthy to add to the meeting, note it and ask permission when the agenda has cleared to add it.